



Challenge. Create. Connect.

December 16, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 16, 2019, at 5:00 p.m.** in Room 106, of the Student Union, 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 November 18, 2019
- B. Agreements and Contracts
- C. Resolution #5 (as presented in the finance packet)

IV.Business

- A. Old Business
- B. Appointment of Board Vacancy
- C. Audit Presentation-Adams, Brown, Beran, & Ball (ABB&B)
- D. CCC Farm Truck Bids
- E. Collections Report
 - a. Write-Off Request
- F. Disposition of Surplus
- G. Election of Officers
- H. Emotional Support Animal Policy
- I. Massage Therapy Program-Recommendation for Discontinuation (Action Item)
- J. Resignations
- K. Executive Session

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 Student Union, Conference Room 106 on December 16, 2019, at 5:01 p.m. Board meeting location was changed due to the Thomas Hall Board Room remodeling.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None.

OTHERS PRESENT:

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:

Doug Johnson, Public Relations Director; Mike Saddler, Athletic Director; Jennifer Schoenfeld, Endowment Director; Shelly Harms, Thomas County Clerk; Anthony Lyons, Financial Aid Consultant; Amber Nuttycomb, Massage Therapy Program Director; Autumn Hoffman, P.T.A. Program Director; Dr. Jennifer Martin, Veterinary Nursing Program Director; Michelle Bliss, Nursing faculty; Jane McDougal, Accounts Payable; Jessica Vaughn, board of trustee candidate; Lee Leiker, board of trustee candidate; Niki Moss, Adams, Brown, Beran & Ball; and Marian Ballard, Colby Free Press.

III. APPROVAL OF THE CONSENT AGENDA:

A motion was made to amend the agenda by adding an additional resignation to item J. and adding J.1 for Technology Fee. Audrey Hines moved to approve the consent agenda as amended. Quinton Flanagin seconded the motion. The motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

No old business was presented.

B. APPOINTMENT OF BOARD VACANCY:

Kenton Kreibel explain the appointment process that each candidate would introduce themselves and then be interviewed by the board members. After the interviews are completed, the candidates would leave the room and a paper ballot taken. One candidate needs to receive three votes; the candidate with the least number of votes will be eliminated and another paper ballot taken. The candidate with three votes will be the next board member. Wendi Barnhart was the first candidate to be interviewed. She was unable to be present and asked to be contacted via phone. When called, she did not answer and the trustees moved forward with the selection process. Lee Leiker was the second candidate to be interviewed, followed by Jessica Vaughn. Both candidates left the room and Arlen Leiker recused himself from voting as he is related to Lee Leiker. Wendi Barnhart telephoned after interviews concluded and

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votes were being tallied. Trustees determined the process should continue to select Leiker or Vaughn. The votes were tallied as one vote for Lee Leiker and three votes for Jessica Vaughn. Lee Leiker was thanked for his interest in the board opening. Jessica Vaughn was sworn in by Thomas County Clerk Shelly Harms. Vaughn then joined the meeting.

C. AUDIT PRESENTATION-ADAMS, BROWN, BERAN & BALL:

Niki Moss, Adams, Brown, Beran & Ball (ABBB, was at the meeting and Danielle Hollingshead and Melissa Ille joined by telephone. The auditing firm gave the College an unqualified opinion on the 2019 audit which is the highest opinion that a client can receive. The college's total assets and deferred outflows totaled \$27,453,856 at the end of June 30. This was an increase of \$3.2 million over the previous year. The total net position was \$15,095,524. Liabilities were up in large part due to a half-million dollar grant from the Hansen Foundation that had not been spent for the Big Blue Barn. The auditors shared that there were no financial findings but three findings with Financial Aid. Niki Moss went over the governance letter and asked for comments. With no comments, a motion was made by Quintin Flanagin to approve the audit report as presented. Linda Vaughn seconded the motion. The motion passed 5 to 1 with Jessica Vaughn abstaining. Quintin Flanagin then asked about page 54 in the audit report regarding KPERS funding. He would like to know if the College over-funded or underfunded and how the College compares to other community colleges. Dr. Carter will investigate and report to trustees.

D. CCC FARM TRUCK BIDS:

President Carter presented information on the farm truck bids. A new truck is needed to replace a 20-year-old truck. It was recommended to accept a bid from Tubbs and Sons Ford on a 2020 F250 crew cab pickup for \$31,813. Audrey Hines made a motion to accept the bid from Tubbs and Sons. Jessica Vaughn seconded the motion as presented. The motion passed unanimously.

E. COLLECTIONS REPORT:

A recommendation was presented to the board to send 71 students' accounts to collections for a total amount of \$130,034. Arlen Leiker moved to approve the report of collections to send these students to collections. Audrey Hines seconded the motion and it passed unanimously.

E.1: A request was made to write-off 18 students' accounts as being too small to send to collections. The amount of the write-offs totals \$4,895. Audrey Hines made a motion to write-off the accounts as presented. Arlen Leiker seconded the motion. The motion passed 4-2 with Quintin Flanagin and Jessica Vaughn voting nay.

F. DISPOSITION OF SURPLUS: Dr. Carter presented a list of surplus items for disposition. Quintin Flanagin moved to approve the list as presented. Linda Vaughn seconded the motion. The motion passed unanimously.

G. ELECTION OF OFFICERS:

The election of officers starting with the January 2020 board meeting was proposed to be Chairperson Quintin Flanagin, Vice Chairperson Audrey Hines, Treasurer, Arlen Leiker, and Secretary, Dr. Seth Carter. The slate will be voted on at the January 2020 board meeting.

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H. EMOTIONAL SUPPORT ANIMAL POLICY:

The college administration made a recommendation to accept the Emotional Support Animal Policy as presented. It is a very thorough and comprehensive policy identifying what constitutes an emotional support animal. Audrey Hines moved to accept the policy as presented. Quintin Flanagin seconded the motion. The motion passed 5-1 with Jessica Vaughn abstaining.

I. MESSAGE THERAPY PROGRAM-RECOMMENDATION FOR DISCONTINUATION (ACTION REQUIRED):

The discontinuation of the message therapy program was discussed in the November board meeting (review item). Arlen Leiker moved to discontinue the message therapy program as presented. Quintin Flanagin seconded the motion. The motion was passed 5-1 with Jessica Vaughn abstaining.

J. RESIGNATIONS: Resignations were presented for Ron Young, maintenance department, Callie Dunlap, Admissions administrative assistant, and Sarah Wenger, assistant women's basketball coach. Quintin Flanagin moved to approve the resignations as presented. Audrey Hines seconded the motion. The motion passed 5-1 with Jessica Vaughn abstaining.

J. 1. FEES: The College is now compliant with House Bill 2144. The bill mandates transparency of student tuition and fees by postsecondary institutions. Audrey Hines made a motion to approve the fees as presented; Linda Vaughn seconded the motion. The motion passed unanimously.

K. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

Audrey Hines moved that the board go into executive session for 15 minutes. Quintin Flanagin seconded the motion. The motion passed unanimously. The board and Dr. Carter went into executive session at 6:37. At 6:52, the board reconvened in session. No action was taken.

V. FOUNDATION UPDATE:

Dr. Seth Carter presented for the Endowment Director. January will be especially busy with the Big Blue Barn dedication with a ribbon cutting on January 16 and the 55th anniversary of the college and the hall of fame induction on January 18. The Scholarship Benefit Auction will be March 28.

VI. REPORTS:

A. REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan thanked those who assisted with the finals week pancake feed for students.
2. Dr. Carter presented on behalf of Academic Affairs in Brad Bennett's absence. Eight students graduated from the fiber optic program at the Norton Correctional Facility. All of the graduates had excellent grade point averages.
3. Carolyn Kasdorf reported that the Concur software was on track to be fully implemented in January.
4. Doug Johnson gave an update on the status of the accreditation process. He also talked about the January events with the Big Blue Barn, the hall of fame inductees, and the 55th College anniversary celebration.
5. Mike Saddler reviewed the fall semester and how amazing it was for the athletes. January will be very hectic for the college basketball team with 15 home games.

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- VII. President Carter thanked board member Linda Vaughn for all of her work and dedication to the board of trustees and the College. He extended a welcome to Jessica Vaughn as the new board member sworn in to fill the vacancy left by Carolyn Armstrong.

VIII. **REPORTS AND COMMENTS:**

The board members thanked Linda Vaughn for her dedication and work as a board member. She is respected by all of the board members and college administrative team. Linda decided not to run for another term.

ADJOURNMENT:

Linda Vaughn made a motion to adjourn; Audrey Hines seconded the motion. The motion passed unanimously. The meeting ended at 7:24 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary