



Challenge. Create. Connect.

March 16, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 16, 2020, 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 February 24, 2020
- B. Agreements and Contracts
- C. Resolution #8 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. CD Investments
- B. April BOT Meeting Time-Change Request (Action)
- C. Disposition of Surplus (Action)
- D. Emergency Response Plan (Discussion)
- E. Marketing Plan (Action)
- F. Online Tuition Rates (Discussion)
- G. Physical Tuition Rates (Discussion)
- H. Room and Board Rates (Discussion)
- I. Resignation
- J. Executive Session for Non-Elected Personnel
 - a. Action if Necessary

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 Thomas Hall on Monday, March 16, at 5:01 p.m.

MEMBERS PRESENT:

Kenton Krehbiel, Quintin Flanagan, Jessica Vaughn, Audrey Hines, Patrick Toth, and Dr. Seth Carter. Arlen Leiker joined via telephone.

MEMBERS ABSENT: None

OTHERS PRESENT:

Brad Bennett, Executive Vice President, Carolyn Kasdorf, Vice President of Business Affairs, and Nikol Nolan, Dean of Student Affairs. Doug Johnson recorded the minutes of the meeting.

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Doug Johnson, Public Relations Director, and Marian Ballard, Colby Free Press.

III. APPROVAL OF THE CONSENT AGENDA:

A motion was made to amend the agenda to remove Item “B” because the Higher Learning Commission meeting was canceled and to add the College’s Pandemic Plan. Trustee Toth asked how the international students fit into the plan when housing is closed. President Carter said it was handled for each student’s circumstances. Audrey Hines moved to approve the consent agenda as amended and it was seconded by Kenton Krehbiel. The motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

- a. CD Investments: President Carter presented a formal investment policy that gives the college authority to request bids for certificates of deposit annually. The board will be kept up to date monthly. Jessica Vaughn asked for it to be reviewed bi-annually. A motion was made by Jessica Vaughn to accept the policy with the addition of “bi-annually”. The motion was seconded by Audrey Hines and it passed unanimously.

B. April B.O.T. MEETING TIME – CHANGE REQUEST: ACTION:

This item was deleted.

C. DISPOSAL OF SURPLUS:

The board approved the sale of Bull No. 18. Kenton Krehbiel made a motion to accept the disposition as presented. Audrey Hines seconded the motion and it passed unanimously.

D. EMERGENCY RESPONSE PLAN (DISCUSSION):

Dr. Carter presented a plan created by Dr. Jeff Sekavec. Once approved, the document would replace the Emergency Response Plan the College was using. Trustees recommended proofing the plan and using layman’s language. Patrick Toth

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said the plan is consistent with what FEMA is doing. President Carter said it will be updated and presented at the April board meeting.

E. MARKETING PLAN (ACTION):

President Carter presented the formal marketing plan. Jessica Vaughn made a motion to accept the plan as presented. Patrick Toth seconded the motion and it passed unanimously.

F. ONLINE TUITION RATES (DISCUSSION):

The administrative team compiled rates from peer institutions. To date, most schools had not posted 2020-2021 rates on their websites. Dr. Carter presented a tuition recommendation, adjusted on the Consumer Price Index (C.P.I.) increase. Quintin Flanagan said that at a minimum, tuition should be raised to cover the cost of living. Arlen Leiker said the Higher Education Pricing Index should also be considered. Quintin Flanagan made a motion to accept the tuition increase following the C.P.I. Jessica Vaughn seconded the motion and it passed unanimously.

G. PHYSICAL TUITION RATES (DISCUSSION):

President Carter proposed 2020-2021 tuition for on-campus rates. He asked to table the rates because face-to-face enrollment could drastically change due to the coronavirus outbreak.

H. ROOM AND BOARD RATES (DISCUSSION):

President Carter shared that the College's rates are competitive among peer institutions. He said Consolidated Management has done an excellent job of controlling food costs over the past four years. A C.P.I. increase will be recommended for all dorms except Embree Hall. The board decided to table the item.

I. RESIGNATION:

Jamie Crable, Financial Aid Director and Antwain Scales, head women's basketball coach resigned. Audrey Hines made a motion to accept the resignations as presented. Kenton Krehbiel seconded the motion and it passed unanimously.

J. EXECUTIVE SESSION:

Kenton Krehbeil made a motion to enter a 20-minute executive session to include the board and Dr. Carter. The executive session began at 5:44p.m. At 6:04, Kenton Krehbiel moved for three additional minutes and Audrey Hines seconded the motion. The board reconvened in open session at 6:07.

V. FOUNDATION UPDATE:

Dr. Carter presented on behalf of Endowment Foundation director, Jennifer Schoenfeld. The Foundation board was holding a special meeting on March 16. President Carter was planning to attend to recommend postponing the March 28 annual auction based on the Thomas County Health department's March 16 recommendation for no gatherings of more than 50 people. He also reported that the Foundation has several new scholarships.

A. REPORTS FROM ADMINISTRATORS:

1. Dean Nolan shared that Student Affairs was doing their best to make sure all areas are running efficiently to serve students in an online capacity. An interview was held for the Financial Aid Director. The director of security was supposed to begin March 16 but stayed home because of the current health environment.
2. Brad Bennett thanked the board for their flexibility in allowing the college to make decisions on dealing with the coronavirus. Faculty began spring break but were working to move classes online if needed. A task force was set up to train faculty who needed help; their first meeting was scheduled for March 17. A help center for faculty was

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beginning March 23. Mr. Bennett was confident that the college has the personnel and infrastructure to make the transition. Timelines may need to be adjusted and the commencement ceremony for May 8 is in jeopardy, but alternative solutions are being pursued.

3. Carolyn Kasdorf shared that the finance committee met and discussed the certificate of deposit polity. Credit cards with Sunflower Bank would be closed at the end of March. A survey was conducted on the Concur budgeting system. Ms. Kasdorf shared that the college is in a good position financially and should be able to absorb the unexpected costs incurred with the current circumstances.
4. Doug Johnson discussed the new webpage that has been created with the URL, colbycc.edu/covid19.
5. President Carter reported for Mike Saddler. The NJCAA officially canceled all spring sports, including the men's basketball national tournament. President Carter said that the IHSA events for the equestrian team were also been canceled. It was a tremendous year academically and athletically for the college's student-athletes. The group collectively volunteered more than 1,500 hours of community service.
6. President Carter thanked the board for their responsiveness on decision-making during the recent crisis. Surveyors began at the farm preparing for the dirt work project.

VI. REPORTS AND COMMENTS:

The board of trustees complemented everyone for their hard work, the management by the administrators, and their decision making. Questions regarding online classes were answered by Mr. Bennett; instructors will hold office hours via Zoom and will make themselves available to students.

ADJOURNMENT:

Audrey Hines moved to adjourn; Kenton Krehbiel seconded the motion. The motion passed unanimously. The meeting ended at 6:36 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary