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November 17, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 26 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 October 15, 2018
 - B. Agreements and Contracts
 - C. Resolution #4
- IV. Business
 - A. Old Business
 - B. Accessibility Policy
 - C. Christmas Bonus
 - D. Consolidated Management Contract
 - E. Credit Card RFP
 - F. Credit Card Management Tool
 - G. December BOT Meeting Time
 - H. Disposition of Surplus
 - I. Nelnet Contract
 - J. Proctoring Policy
 - K. Tractor Lease
 - L. Workforce MOU
 - M. Resignation
- V. Foundation Update
- VI. Reports
 - A. Reports from administrators
 - 1. Dr. George McNulty, 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,

A handwritten signature in cursive script that reads "Seth Macon Carter".

Seth Macon Carter
President

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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 November 26, 2018, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBER ABSENT

Audrey Hines

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Jennifer Schoenfeld, Endowment Director; Doug Johnson, Public Information Director; Mike Saddler, Athletic Director; and Marian Ballard, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

CALL MEETING TO ORDER

Board Chairman Quintin Flanagin called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

AGENDA AMENDMENT

Quintin Flanagin requested the item "I. Nelnet Contract," name be changed to Student Payment System. Carolyn Armstrong made a motion to approve the name change for item "I. Nelnet Contract," Linda Vaughn seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, Mike Saddler, Athletic Director, Doug Johnson, Public Information Director, and Marian Ballard, *Colby Free Press*.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel made a motion to approve the consent agenda. Arlen Leiker seconded the motion; the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS

President Carter reported Tashia Kuper, Student Accounts Manager, will make a presentation on the student account process at the December, 2018 Board of Trustees meeting.

B. ACCESSIBILITY POLICY

Brad Bennett explained as part of the new requirements for ADA compliance, Dr. Carolyn Speer from Wichita State University provided employee training. It was suggested the college develop an accessibility policy. Colby Community College is committed to making all websites, web-based applications, Learning Management Systems (LMS), and instructional materials accessible to its students, faculty, staff, and participants who have disabilities. Accessibility standards are based on ADA, Section 504 requirements and applicable regulations. Conformance to this policy does not negate the responsibility of Colby

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Community College to ensure that accessible technology and course content complies with applicable accessibility standards. Carolyn Armstrong made a motion to approve the accessibility policy. Kenton Krehbiel seconded the motion; motion passed unanimously.

C. CHRISTMAS BONUS

President Carter and the administrative team requested that all part and full-time employees receive a one-time Christmas bonus of \$100 (adjuncts and bus drivers are not eligible). The bonus would be processed through the APS Payroll System during the first payroll period in December. In addition, the President is not eligible. President Carter reported CCC's revenue projections have far exceeded what was anticipated. Quintin Flanagin inquired if the bonus would be a \$100 net. President Carter said that is the preferred payment. Arlen Leiker made a motion to approve giving part and full-time employees a net \$100 Christmas bonus. Adjuncts, bus drivers and the President are not eligible. Linda Vaughn seconded the motion; motion passed unanimously.

D. CONSOLIDATE MANAGEMENT CONTRACT

President Carter reported the contract is a 5-year extended agreement with Consolidated Management. He reported the college did benchmark ten other institutions that contract with Consolidated to see where CCC's food service rates measure. CCC has the second lowest food vendor rates in Kansas among the surveyed institutions. If the contract is approved it will lock in the daily rates for 2019-2020. However, the following year the college will be subjected to the Consumer Pricing Index (CPI). The fall 2018 student/employee food service satisfaction survey was the highest it has been for the past few years. Carolyn Armstrong made a motion to approve the 5-year extended contract with Consolidated Management. Kenton Krehbiel seconded the motion; motion passed unanimously.

E. CREDIT CARD RPF

President Carter reported CCC currently uses the Sunflower Bank credit card system. The college is required to guarantee the credit cards at one and one half times of what is currently utilized. The purpose of researching other credit card options is to receive some type of cash-back option. The change will allow for a full range of services that the college is not currently receiving along with a 1% cash back. The college reached out to ten different institutions. Adams Bank & Trust offers the best range of services and recommended a company card that offers rebate points that may redeem in cash-back credit. Additionally, the college no longer will have to guarantee the credit cards at one and one half times. If the annual spending exceeds \$500,000, Adams Bank & Trust waives the standard annual fee of \$49 per card. Kenton Krehbiel inquired if the spending limits per card will remain the same. President Carter said the college will set the limit per card. Kenton Krehbiel asked if the plan is to put the money into a CD once the college receives the guaranteed money currently at Sunflower Bank. President Carter reported the college will bid out CD rates and go with the highest CD rate that is available in Thomas County. After careful review and analysis, the administrative team of CCC requested approval to award the credit card bid to Adams Bank & Trust. Arlen Leiker made a motion to approve the credit card bid to

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Adams Bank & Trust as presented and discuss the CD option at a future meeting. Quintin Flanagin seconded the motion; motion passed unanimously.

F. CREDIT CARD MANAGEMENT TOOL

President Carter reported CCC has been actively seeking a credit card management system and found that using ghost cards can assist the institution with additional services while offsetting the cost. The tool allows the college to use a ghost card on the back side to pay other vendors. Concur offers 1.45% on the ghost card purchases, while Elan offers .795%. CCC previewed a demo from both companies, and it became apparent Concur surpassed Elan in the ability to offer travel preapproval, real time dashboard for faculty and staff, and the ability to upload purchases immediately into Great Plains and encumber the monies. Concur has the ability to replace the colleges current ACOM PR system. The anticipated net revenue from Concur is \$2,500 and the anticipated net revenue form Elan is \$15,000. The rationale for selecting Concur over Elan is due to the range of services that far exceeds what Elan offers. The initial term of Concur is 18 months at a cost of \$25,582.82 and receiving an anticipated \$23,868.00 back in year one. In year one there would be off-setting revenue and the college would not be in the black, resulting in actual cost of \$4,714.82 with year two operating in the black with a revenue of \$2,565.18. Arlen Leiker made a motion to approve Concur as the selected credit card management tool. Carolyn Armstrong seconded the motion. Kenton Krehbiel inquired if a statement could be pulled up to show in real time what is being spent. President Carter responded that is provides the ability to see expenses as they occur and CCC will have the opportunity to only approve budget expenses for which there are adequate funds. Kenton Krehbiel called a question. Mr. Flanagin reported the motion on the table was to select Concur as the college's management tool. The motion passed 3-2 with Quintin Flanagin and Linda Vaughn voting no.

G. DECEMBER BOT MEETING TIME

President Carter requested approval to move the start of the December 17 Board of Trustees meeting to 4:00 p.m., with the CCC employee and family Christmas party following at 5:30 p.m. Kenton Krehbiel made a motion to move the December Board of Trustees meeting to 4:00 p.m. Carolyn Armstrong seconded the motion; motion passed unanimously.

H. DISPOSITION OF SURPLUS

President Carter requested to sell wooden posts and dispose at the landfill: an infant CPR mannequin, metal examination bed, mannequin, two white boards, bench, two metal desks, office chair, two metal chairs, filing cabinet and old carpet. Linda Vaughn made a motion to approve the disposition of surplus as presented. Kenton Krehbiel seconded the motion; motion passed unanimously.

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I. STUDENT PAYMENT SYSTEM

President Carter reported CCC analyzed Cashnet and Nelnet to assist the college with simplifying electronic payments, transferring risk of PCI compliance, and integrating with Great Plains. Cashnet is a fixed cost and incorporates/generates 1098Ts. Nelnet is on a variable scale and does not incorporate 1098Ts. It was determined the Cashnet full-service option will provide the ability for CCC to budget costs going forward while reducing the student cost to enroll in the payment plan by \$3 per plan. The Cashnet initial implementation cost is \$23,646.00 with the annual fee of \$36,270.00. Nelnet's initial implementation cost is \$11,500.00 with the annual fee of \$30,843.25. The Business department is requesting approval for Cashnet to become CCC's student payment system. This will give Student Accounts the option to monitor student payments in real time. Currently, the process is manual. Quintin Flanagin inquired if there is any justification for the cost. President Carter reported there maybe some potential cost savings based on what the college is spending on credit card surcharge transactions fees. The charge would be passed straight to the student. Arlen Leiker made a motion to approve Cashnet as the college's student payment system for 18 months per the contract and review the effectiveness at the end of the contract. Kenton Krehbiel seconded the motion. Motion passed 4-1 with Quintin Flanagin voting no.

J. PROCTORING POLICY

Brad Bennett reported the previous policy was dated and restrictive for CCC's smaller outreach schools. Paraprofessionals were added as approved proctors as well as the following statement: "To be used in extenuating circumstances, any proctor not meeting guidelines must receive approval from the Vice President of Academic Affairs." Carolyn Armstrong made a motion to approve the proctoring policy. Linda Vaughn seconded the motion; motion passed unanimously.

K. TRACTOR LEASE

President Carter requested approval to lease a tractor from Case at a cost of \$2,500. The agreement would allow the college to lease a \$192,600 tractor for \$10.00 per hour for a maximum of 250 hours with a minimum of 150 hours. Arlen Leiker made a motion to approve the tractor lease with Case. Linda Vaughn seconded the motion; motion passed unanimously.

L. WORKFORCE MOU

President Carter reported the contract is the same as the previous MOU with the services terms updated. Brad Bennett reported there were changes at the state level and language was updated. Carolyn Armstrong made a motion to approve the Workforce MOU. Linda Vaughn seconded the motion; motion passed unanimously.

M. RESIGNATION

President Carter reported Melissa Stomberg submitted her resignation. Kenton Krehbiel made a motion to approve the resignation of Melissa Stomberg. Carolyn Armstrong seconded the motion; motion passed unanimously.

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V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Endowment Board meeting was November 26 at 6:30 p.m., and the December meeting will be held on December 17, at 6:30 p.m. Pending board approval, the finance committee recommended the Endowment accept the Adams, Beran, Brown, and Ball audit proposal. The Endowment Administrative Assistant position was advertised and interviews would begin the following week. She said the November newsletter was being printed and mailed.

VI. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported Student Support Services held a presentation for first generation college students that was well attended. Dian Organ and Nance Munderloh presented the Family Peace Initiative at the Heartland Campus Safety Summit as part of Jana's campaign at Johnson County Community College. Since fall 2015, over 600 student-athletes and student assistants have been trained on the Family Peace Initiative program. Admissions reported applications for October were up 26% with campus visits up 22%. Campus security cameras implementation is in phase I, with the east dormitory cameras in place. [See Student Services Report attached.]
2. Brad Bennett reported the Higher Learning Commission (HLC) site visit will be October 5-6, 2020. The assurance filing will be due 30 days prior to the visit. The steering committee and co-chairs have been identified and lead each of the five criteria. NC-SARA gives the college authorization to teach online classes in other states. Mr. Bennett is completing the report/application renewal. The online learning committee is developing a rubric to complete a separate quality control where the online courses will be reviewed on a cycle by instructor peers. Crystal Pounds' computer classes have been completing the Microsoft skills tests with an anticipated completion rate of 93%. [See Academic Affairs Report attached.]
3. President Carter reported in Carolyn Kasdorf's absence. He said the college received a draft report of the audit. Ms. Kasdorf has completed the MD&A report for their feedback. The goal is to have the audit report presented at the December board meeting but it might be January due to everyone's timeframe. [See Business Affairs Report attached.]
4. Doug Johnson reported Commercial Sign intended to have the new signage installed on Embree and Hines hall before the break. [See Public Information Report attached.]
5. Mike Saddler reported the college had two All-Americans for cross country. A cross country athlete finished fourth in the region and second in the nation. A volleyball player was awarded freshman of the year. Mr. Saddler has developed a student-athlete advisory council that is run by students. The goal is to have a freshman and sophomore from each team. The council is in the process of developing the constitution and bylaws and a list of projects with the first project planned for December. The Blueframe contract is in place. All of the broadcasts from Open Spaces Sports can be viewed live on the college athletics website. To date, it was averaging around 250 spectators.

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VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Dr. Carter reported that he recently attended a meeting with the city pertaining to the new events center. A geotechnical report would be conducted within the week and surveying completed at a later date. The college will work with an attorney to formally donate or sell the lot to the city for a nominal amount. Dr. Carter is working with Chief of Police Ron Alexander to provide active shooter training for CCC employees. Dr. Jeff Sekavec is currently in the process of re-writing the college's emergency response plan. Dr. Carter was scheduled to make a presentation to the Farm Credit board on November 28 to provide an update on Colby Community College. Board member Arlen Leiker and President Carter will be attending the KACCT meeting on December 2-3 in Independence, KS. Colby Community College was selected to do an interview with the Urban Institution on how conceal and carry has affected the institution. The college will be hosting a blood drive on May 2, 2019.

B. COMMENTS FROM TRUSTEES

The board of trustees thanked everyone for their continued work. Quintin Flanagan thanked everyone for their department reports.

C. OTHER ITEMS

On November 27, 2018 the college will host the high school District FFA Leadership and Vet Science contest. There will be approximately 200 high school students on campus.

VIII. ADJOURNMENT

Arlen Leiker made a motion to adjourn; Kenton Krehbiel seconded the motion; motion carried unanimously. The meeting was adjourned at 6:05 p.m.

Signed _____
Chairman

Signed _____
Secretary