

March 21, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 21, 2022, at 5:00 p.m.** in the Board Room, Thomas Hall, of Colby Community College, Colby, Kansas, to access the meeting via Zoom, please utilize this link: <https://colbycc.zoom.us/j/7507007180> Password: 101520CSC or call in utilizing this number: + 1 312 626 6799 US (Chicago), Meeting ID: 750 700 7180

Items of business on the agenda include the following:

I. Open Meeting

II. Introductions

III. Approval of the Consent Agenda

- A. Minutes of February 21, 2022
- B. Resolution #8 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Cafeteria Furniture RFP (Action)
- C. Disposition of Surplus (Action)
- D. Online Tuition Rate (Discussion)
- E. Physical Tuition Rate (Discussion)
- F. Policy Review-*Satisfactory Academic Progress (SAP)* (Action)
- G. Privacy Disclosure for Website Usage (Action)
- H. Room and Board Rate (Discussion)
- I. Resignations (Action)

V. Foundation Update

VI. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Tiffany Evans, Academic Affairs
 - 3. Justin Villmer, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Mike Saddler, Athletics
 - 6. Seth Carter, President

VII. Reports and Comments

- A. Comments from Trustees
- B. Other Items

VIII. Adjournment

Respectfully,



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.

March 21, 2022

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 21, 2022, at 5:00 p.m. The Board of Trustees, Dr. Seth Carter, Vice President Justin Villmer, Vice President Dr. Tiffany Evans, Nikol Nolan, Mike Saddler and Sloane Enninga from the Colby Free Press were present in the board room.

MEMBERS PRESENT:

Quintin Flanagan, Audrey Hines, Jessica Vaughn, Donna Henry, Arlen Leiker and Dr. Seth Carter were present. Patrick Toth arrived 15 minutes after the start of the meeting.

MEMBERS ABSENT:

None

OTHERS PRESENT:

Jennifer Schoenfeld and Doug Johnson participated via zoom. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

No introductions.

APPROVAL OF THE CONSENT AGENDA:

A motion was made by Audrey Hines to approve the consent agenda and was seconded by Arlen Leiker. It passed 5-0.

BUSINESS

A. OLD BUSINESS:

None

B. CAFETERIA FURNITURE R.F.P. (ACTION):

Before the discussion began, Dr. Carter excused himself from the discussion citing a potential conflict of interest. Dr. Carter and the owner of Design Central have been good friends since childhood. Justin Villmer led the conversation regarding the R.F.P. Design Central, and MBI submitted proposals that met or exceeded the R.F.P. requirements. Design Central submitted a total bid of \$51,614 for furniture and installation, and MBI's bid was for \$63,387 for furniture and installation. The College recommended utilizing Design Central. The project will be financed from the American Rescue Plan COVID-19 Relief Fund. A motion was made by Jessica Vaughn to accept the bid from Design Elements for \$51,614. Donna Henry seconded the motion and it passed 5-0.

C. DISPOSITION OF SURPLUS (ACTION):

The Information Technology (I.T.) department requested to dispose of several items for recycling and many other items to be sold on Purplewave. Donna Henry made a motion to accept the requests for disposing of these items, and Arlen Leiker seconded the motion. It passed 5-0.

D. ONLINE TUITION RATE (DISCUSSION):

The administrative team wanted to discuss a couple of proposals for a tuition increase and scenarios. The Board requested to see potential tuition increases (1.2%, 1.9%, 2.5%, and 3%) and will vote on an increase during the April meeting.

E. PHYSICAL TUITION RATE (DISCUSSION):

The administrative team wanted to discuss two proposals for an increase in tuition (1.2% and 1.9%). It was requested that the College present potential tuition increases

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(1.2%, 1.9%, 2.5%, and 3%) at the April board meeting, and Trustees will vote on an increase at that time.

F. POLICY REVIEW – Satisfactory Academic Progress (SAP) (ACTION):

The College presented the updated SAP Policy with several revisions. Audrey Hines made a motion to accept the SAP Policy with the revisions and Jessica Vaughn seconded the motion. It passed 6-0.

G. PRIVACY DISCLOSURE FOR WEBSITE USAGE (ACTION):

The policy is required for website compliance. Audrey Hines made a motion to accept the policy as presented, and it was seconded by Donna Henry. It passed 6-0.

H. ROOM & BOARD RATE (DISCUSSION):

The administrative team was seeking input from the Board of Trustees. Colby Community College's meal plan will increase by 4.7%, which is the increase from Consolidated Management, the food service vendor. Trustees requested to see potential increases in the amounts of 1.2%, 1.9%, 2.5%, and 3% for the April board meeting. A formal vote will be taken at that time.

I. RESIGNATIONS (ACTION):

A retirement letter was accepted from Carol Bohme, library associate. Resignations were accepted from Lyssa McCombs, allied health administrative assistant; Shelby Mosier, assistant volleyball coach; and Bennett Davis, director of residence and student life. Arlen Leiker made a motion to add Mr. Davis' resignation for consideration as it was not a part of the original Board of Trustee packet. Donna Henry seconded the motion and it passed 6-0. Donna Henry made a motion to accept the resignations and retirement as presented and was seconded by Jessica Vaughn. It passed 6-0.

III. FOUNDATION UPDATE:

The annual meeting was scheduled for Monday, March 28, 2022, at 6:00 p.m. Dr. Carter would send the by-laws, with requested changes, to the Board of Trustees for review. The updated by-laws were going to be presented at the annual meeting.

IV. REPORTS:

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, gave a "shout-out" to Kathy Ramsey, director of the financial aid department, for her hard work and efforts. The department has completed 545 FAFSA applications for the 2022-2023 school year, with 200 letters sent to potential students. This is the first year that so many FAFSAs have been processed by March.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, shared information on the RISE (Rural Innovation Stronger Economy) grant program. Part of the funds will establish a business incubator and promote entrepreneurialism in this geographical region of Kansas.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., distributed information on key ratios for determining the health of a post-secondary institution. Colby Community College is very healthy and in a good place financially. Mr. Villmer scheduled a meeting with the new credit/collection agency to gain a better understanding of their processes and procedures with student debt collections.
4. Doug Johnson, Director of Public Information, shared that he will need to look for a billboard design vendor outside of the local region. Local vendors are backed-up with work and cannot do the work for the college in the required time.

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5. Mike Saddler, athletic director, shared that the track team placed 8th nationally as well as 8th regionally. Spring sports are up and running. The NJCAA Convention will be held April 11-15, 2022, in Birmingham, Alabama, and he is planning to attend.
6. President Carter congratulated Mike Saddler on his award from the National Association of Collegiate Directors of Athletics (NACDA) as the Athletic Director of the Year for the community college sector. Mike was one of four recipients in the country.

REPORTS AND COMMENTS:

Board of Trustee members expressed many thanks to everyone for their hard work. Congratulations to Mike Saddler for his award from the NACDA. The Trustees were pleased with the level of detail presented with R.F.P.s. The R.F.P. information submitted in the board packets reflect excellent preparation and a high degree of detail, and that is appreciated by all.

ADJOURNMENT:

A motion was made by Arlen Leiker to adjourn the meeting, and Audrey Hines seconded the motion. It passed 6-0, and the meeting adjourned at 6:01 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary