

October 17, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, October 17, 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 September 19, 2022
- B. Resolution #3 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Livestock Disposition Policy (Action)
- B. Billboard Lease (Action)
- C. Corn Stalk Lease (Action)
- D. Disposition of Surplus (Action)
- E. OCLC ILL MOU (Action)
- F. Policy Review (*Accreditation; Degree and Certificates; General Education Outcomes; Publication and Logo Use Policy*)-(Action)
- G. Request to Move Board of Trustees Meeting (Action)
- H. Trauma-Informed Resilient Communities (Discussion)
- I. Website Redesign and Content Management System RFP (Action)

V. Foundation Update

VI. Reports

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

VII. Reports and Comments

- A. Comments from Trustees
- B. Public Comments/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.

October 17, 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, October 17, 2022, at 5:00 p.m. Dr. Carter requested approval of a revision to the meeting agenda to have item, "J. Executive Session" added to the meeting. Jessica Vaughn moved to accept the agenda revision and Audrey Hines seconded the motion. It passed unanimously.

MEMBERS PRESENT:

Quintin Flanagin, Jessica Vaughn, Arlen Leiker, Patrick Toth, Donna Henry, Audrey Hines, and Dr. Seth Carter were present.

MEMBERS ABSENT:

None

OTHERS PRESENT:

Sheri Knight, Vice President of Business Affairs, Doug Johnson, Director of Public Affairs; Doug McDowell, Information Technology; Dr. Tiffany Evans, Vice President of Academic Affairs; Mike Saddler, Athletic Director; and Sloan Enninga, Colby Free Press newspaper. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

Introductions were provided by the Board of Trustees, Dr. Carter, College President; Dr. Tiffany Evans, Vice President of Academic Affairs; Sheri Knight, C.F.O.; Doug Johnson, Director of Public Information; and Mike Saddler, Athletic Director and Doug McDowall, I.T.

III. APPROVAL OF THE CONSENT AGENDA:

Arlen Leiker moved to accept the consent agenda, and Donna Henry seconded the motion. The motion passed 6-0.

IV. BUSINESS

A. OLD BUSINESS:

Livestock Disposition Policy:

At the September 19, 2022, meeting, the Board of Trustees requested a policy that allows the College president to have authority to sell livestock in circumstances that would benefit the College. Arlen Leiker made a motion to accept the policy as presented, and Jessica Vaughn seconded the motion. This passed 5-1, with Audrey Hines casting a dissenting vote.

B. BILLBOARD LEASE (ACTION):

This is the standard lease agreement the College has with Mountain States Media, LLC, for two billboards in Burlington, CO. The total amount to lease both billboards is \$5,200. The College also has the option to change the vinyl face of the billboard for \$950 each. Audrey Hines made a motion to accept the lease, and Donna Henry seconded the motion. It passed 6-0.

C. CORN STALK LEASE (ACTION):

This is the annual lease agreement for the College cattle and is 99 days in length. The agreement is with Barbwire S. Farms. The annual cash rent will be \$3,465. Donna Henry made a motion to accept the lease, and was seconded by Patrick Toth. The motion passed 4-0, with Arlen Leiker and Jessica Vaughn recusing themselves from voting due to a potential conflict of interest.

D. DISPOSITION OF SURPLUS (ACTION):

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

October 17, 2022

The disposition of listed surplus was reviewed for any questions. A motion was made by Audrey Hines to accept the disposition of surplus as presented. Patrick Toth seconded the motion, and it passed 6-0.

E. OCLC ILL MOU (ACTION):

The memorandum of agreement is between the College and the Northwest Kansas Library System (NWKLS). The agreement states that the College will assist with lending and borrowing books for the OCLC Worldshare program. NWKLS will provide the College with a \$3,000 grant to assist with related costs. A motion was made by Arlen Leiker to accept the MOU, and this was seconded by Audrey Hines. The motion passed 6-0.

F. POLICY REVIEW (ACTION):

The following policies were requested for review/revision: Accreditation Policy was revised to correct an incorrect address and incorrect website; Degrees and Certificates Policy had no revisions; the General Education Outcomes policy was changed to Essential Skills Outcomes; and the Publication and Logo Use Policy revisions included removal of any verbiage tied to the former copy center. Arlen Leiker made a motion to accept the policies with revisions, and Donna Henry seconded the motion. It passed 6-0.

G. REQUEST TO MOVE DATE OF NOVEMBER MEETING (ACTION):

The administrative team at the College requested to move the November 21, 2022, Board of Trustees meeting to November 14, 2022. Two Trustees will not be able to attend on November 21, and the College is closed on November 21 for Thanksgiving break. A motion was made by Jessica Vaughn and seconded by Donna Henry to move the meeting day. This motion passed 6-0.

H. TRAUMA-INFORMED RESILIENT COMMUNITIES (DISCUSSION):

The Northwest Kansas Education Service Center would like to partner with the College to serve justice-involved youth across northwest Kansas. They would like to develop and pilot a program starting in January 2023. The Board of Trustees discussed the potential success and concerns of such a program. No action was taken as this was a discussion item.

I. WEBSITE REDESIGN & CONTENT MANAGEMENT RFP (ACTION):

The College issued an RFP to seek a vendor who could provide a new website design and a cloud-hosted content management system compatible with the College's current database system. After reviewing proposals from 21 vendors, the College recommended Modern Campus. The start-up costs will total \$66,000 with an ongoing annual cost of \$21,375 with a 5% annual increase. Arlen Leiker made a motion to accept Modern Campus as the selected vendor, and this was seconded by Donna Henry. The motion passed 6-0.

J. EXECUTIVE SESSION:

The College president and the Board of Trustees entered into an execution session at 5:56 for 15 minutes. Patrick Henry made a motion to enter into an executive session, and Arlen Leiker seconded the motion. This passed 6-0. At 6:11, the board returned to open session with no action taken.

V. FOUNDATION UPDATE:

The Foundation director shared that the tax credits were coming along nicely, with 30% of the credits currently sold. The livestock judging team reunion will be in August 2025.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

October 17, 2022

VI. REPORTS:

1. Dr. Carter reported for Nikol Nolan, Vice President of Student Affairs, in her absence. HEERF funds will be used for the new dorm furniture.
2. Dr. Evans, Vice President of Academic Affairs, shared that the College was moving towards the guided pathway, which will allow the modeling of student success. Students will see how to reach their goals, which will be a game-changer for getting on track and staying on track.
3. Sheri Knight, the new C.F.O and Vice President of Business Affairs, shared that the financial auditors will be on campus starting October 31, 2022.
4. Doug Johnson, Director of Public Information, thanked everyone for reviewing the vendors for the content management software.
5. Mike Saddler, Athletic Director, discussed the successes of the men's cross-country team.
6. President Carter shared that the ground-breaking ceremony for the new addition to the Stanley Carr Agriculture Center will be Friday, October 21. Senator Moran and Representative Rahjes will be present for the ceremony. Dr. Carter and Arlen Leiker will attend the ACCT (Association of Community College Trustees Conference) in New York from October 25-29, 2022.

VII: REPORTS AND COMMENTS:

Board of Trustee members welcomed Sheri Knight and wished her and her team good luck with the audit. Many thanks to Doug Johnson and Doug McDowell for their detailed work on the content management software upgrades. Many thank you's for the excellent administrative reports.

VIII: ADJOURNMENT:

Arlen Leiker moved to adjourn and Audrey Hines seconded the motion. It passed 6-0, and the meeting adjourned at 6:29 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary