



April 17, 2023

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 17, 2023, 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 March 20, 2023
- B. Resolution #9 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Room and Board Rates (Action)
- B. Ag. Building Computer Lab RFP (Action)
- C. Ag. Networking RFP (Action)
- D. Day Care (Action)
- E. Disposition of Surplus (Action)
- F. Embree Flooring RFP (Action)
- G. Exan SOA + BAA (Action)
- H. Feedlot Certificate Approval (Action)
- I. Hines Hall Flooring RFP (Action)
- J. Resignations (Action)
- K. Executive Session
 - a. Action if Necessary

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. Michael Saddler, Athletics
 - 6. Seth Carter, President

VII. Reports and Comments

- A. Comments from Trustees
- B. Other Items

VIII. Adjournment

Seth Macon Carter
President



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
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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 meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in Thomas Hall on Monday, April 17, 2023, at 5:00 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT

Jessica Vaughn.

OTHERS PRESENT

Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Mike Saddler, Athletic Director; Kenny Hernandez, incoming Athletic Director; and Sloane Enninga from the Colby Free Press. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

All board members and staff introduced themselves to Kenny Hernandez, who began as the new athletic director on April 17.

III. APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to accept the consent agenda and was seconded by Audrey Hines. The motion passed 5-0.

IV. BUSINESS

A. OLD BUSINESS

Room and Board Rates for 2023-2024

At the March meeting, a request was made to increase single-occupancy rooms at a different rate than that of a double occupancy room. This is the first time the College has proposed different rates based on the building in which a student lives. For 2023-24, the administration recommended increasing all double occupancy rooms by two percent (2%) and all single occupancy rooms by four percent (4%). The College's food service provider, Consolidated Food Management, quoted an increase on the meal plan of nearly eight percent (7.87%) in 2023-24.

Audrey Hines moved to accept the room and board rates for 2023-24, and Arlen Leiker seconded the motion. It passed 5-0.

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B. Ag Building Computer Lab RFP

Five vendors submitted bids for the Ag Building computer lab RFP: SHI (24,584.56); RocketDrop (\$25,440.48); CDW (\$23,715.38); Connection (\$22,724.52); and ByteSpeed (\$15,340). All vendors, except for ByteSpeed, met the requirements of the RFP. ByteSpeed did not quote HP. Connection's bid was the lowest at \$22,724.52, with bids ranging up to \$25,440.48. Since four companies can meet all requirements of the request, it was recommended to go with the lowest bidder, Connection, for \$22,724.52. Arlen Leiker moved to accept the bid and was seconded by Audrey Hines. It passed 5-0.

C. Ag Building Networking RFP

The College issued a bid request to incorporate 20 security cameras, 12 wireless access points, 12 three-year support access points, four additional network switches for the ground floor and the basement, four additional network switch licenses, two battery backup units, and four fiber optic modules to connect it to the network. The College received three separate vendor bids: Howard (\$52,876), SHI (\$45,818.26), and IT Outlet (\$33,999.12). Two of the three vendors (Howard and IT Outlet) met the terms of the RFP. It was recommended that the RFP be awarded to IT Outlet in the amount of \$33,999.12. Patrick Toth made a motion to accept the bid from IT Outlet. Donna Henry seconded the motion, and it passed 5-0.

D. Daycare

President Carter requested permission from the board to begin exploring the possibility of starting a daycare center on campus. The request was not formal approval to enter into any contracts. Decisions regarding contractual obligations still require formal Board of Trustees approval.

Patrick Toth moved to grant the College permission to inquire about starting a daycare. Donna Henry seconded the motion, and it passed 5-0.

E. Disposition of Surplus

The College requested authority to sell the following geldings: CCC Top Gun, CCC Chipped Off Easy, CCC Cowboy ACE, and CCC Money Step. It was requested that the horses are sold via private sale, as it yields the greatest net return for the College. Audrey Hines made a motion to sell the horses, and Arlen Leiker seconded the motion. It passed 5-0.

F. Embree Hall Flooring RFP

[Board chair Quintin Flanagan recused himself because of a potential conflict; Audrey Hines was acting chair.] Colby Community College issued an RFP to replace the flooring on the first and second floors of Embree Hall. The bid was sent to Northwest Decorating Center, Office Works, and Design Central. Only Office Works submitted a bid. It was recommended that the College award the project to Office Works for \$114,500. Arlen Leiker moved to accept the bid from Office Works. Patrick Toth seconded him, and the motion passed 4-0.

G. Exan SOA + BAA

The contract replaces the Dentix and Dexus contract for the dental hygiene program.

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The College is required to have the contract to comply with North Central Technical College and its dental hygiene program. The cost is \$10,490.02 annually. Patrick Toth made a motion to accept the contract. Donna Henry seconded the motion, and it passed 5-0.

H. Feedlot Certificate

The administrative team sought approval for the curriculum and offering the one-semester Feedlot Certificate so the Technical Education Authority could approve it on April 28. Area feedlots have provided letters of support, and employment is available. Some will offer internships and scholarships.

Donna Henry moved to approve the feedlot certificate, and Audrey Hines seconded. It passed 5-0.

I. Hines Hall Renovation RFP.

Colby Community College issued an RFP to renovate the first floor of Hines Hall after flooding over winter break damaged the entire area. Two vendors submitted bids: Stephens Construction, Inc; and Woofter Construction and Irrigation. President Carter said there were too many variances in the submissions to compare the bids accurately, so he requested that the line item be tabled to contact both vendors and ensure the scope of work was the same. A special board meeting would be announced within the week to determine the vendor that would be awarded the contract.

J. Resignations

Maintenance technician Scot Carver is retiring; Peter Christman is resigning to pursue other opportunities. Patrick Toth motioned to accept the resignations, and Arlen Leiker seconded the motion. It passed 5-0.

President Carter requested formal approval to assess a 10% penalty on Aaron Thayer for breach of contract, per the Master Agreement. Arlen Leiker moved to access the penalty and was seconded by Audrey Hines. The item passed 5-0.

K. Executive Session

At 5:47 p.m., Chair Quintin Flanagin moved to enter an executive session with President Carter and the Trustees for 35 minutes; Audrey Hines seconded. At 6:22 p.m., Chair Flanagin made a motion for 15 minutes with the same personnel, and was seconded by Audrey Hines. At 6:37 p.m., Chair Flanagin requested an executive session with the Trustees for 10 minutes; he was seconded by Donna Henry.

The board resumed in open session at 6:47 p.m. Arlen Leiker made a motion to terminate the contract of daytime custodian Kimberley Dempewolf. Audrey Hines seconded the motion, and it passed by a 5-0 vote.

V. Foundation Update

Dr. Carter said donations are going well. Drywalling in the new ag building was nearly complete. Several grant applications were submitted for different projects, and the College is waiting for responses. The executive director job opening was re-posted. Scholarships were being reviewed and would be awarded by the end of April.

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VI. Reports

1. Nikol Nolan, Student Affairs
Vice President Nolan shared a document submitted to the Dept. of Education by Student Support Services indicating they had met or exceeded all their goals. Enrollment began in early April for the fall semester. Alicia Nunn started Accuplacer training with area high schools so the schools can administer the test. Student Affairs is planning for the end of the school year.
2. Tiffany Evans, Academic Affairs.
Dr. Evans said that Civitas, the predictive analytics system, is being implemented in the fall semester. Guided pathways will be mandatory in the fall of 2024, and Colby is a year ahead of schedule.
3. Sheri Knight, Business Affairs.
No report.
4. Doug Johnson, Public Relations
Doug and three other employees were scheduled to begin training for the new website management system during the week of April 24.
5. Athletics
Mike Saddler introduced the new director of athletics, Kenny Hernandez. He thanked the board for their support over the last five years. New NJCAA eligibility rules will go into effect in the fall semester to help students experiencing academic problems have a better chance of staying in school.
6. Seth Carter, President
Dr. Carter said Perkins funding for the College increased by nearly \$40,000. Brickwork on the new ag building would begin within a few weeks. The renovation of the Carr Ag Building will begin after the spring semester ends.

VII. Reports and Comments

Audrey Hines thanked all the faculty and staff. Arlen Leiker said how much he enjoyed the PTK luncheon with the students. Donna Henry thanked all and encouraged everyone to persevere through the end of the semester. Patrick Toth thanked Mike Saddler for his work over the last five years. He appreciated the effort the ag students put in at the Business After Five function at the farm. Quintin Flanagan appreciated the expectations of the College's student-athletes volunteering in the community.

VIII. Adjournment

Arlen Leiker moved to adjourn, and Donna Henry seconded the motion. It passed 5-0, and the meeting adjourned at 7:04 p.m.

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Signed: _____
Chairperson

Signed: _____
Secretary