

March 18, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 18, 2024, at 5:00 p.m.** in Room 106, Student Union, 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 19, 2024
- B. Resolution #8 (as presented in the finance packet)

IV. Foundation Update

V. 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. Kenny Hernandez, Athletics
 6. Seth Carter, President

VI. Business

- A. Old Business
- B. Bathroom Replacement-Phase I RFP (Action)
- C. Open Records Request Policy (Action)
- D. PT Works Clinical PTA Agreement (Action)
- E. Request to Move April Meeting (Action)
- F. Request to Move Board of Trustees Meeting Permanently (Discussion/Action)
- G. Van-Bus RFP (Action)
- H. Resignation (Action)

VII. 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
March 18, 2024

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, March 18, 2024, at 5:00 p.m.

MEMBERS PRESENT

Arlen Leiker, Donna Henry, Audrey Hines, Patrick Toth, Jessica Vaughn, Zack Odell, and Dr. Seth Carter.

OTHERS PRESENT

Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Melissa Rickford, Institutional Advancement Director; Kenny Hernandez, Athletic Director; and Deb Bickner, English Instructor. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

Chairman Toth introduced new member Zack Odell.

III. APPROVAL OF THE CONSENT AGENDA

Jessica Vaughn moved to accept the consent agenda that included the Feb. 19, 2024, meeting minutes, employee contracts, and Resolution No. 8, as presented in the finance packet. The motion was seconded by Arlen Leiker and passed 6-0.

IV. Foundation Update

Melissa Rickford said invitations for the Foundation's April 13 comedy show and auction were in the mail. Items are being donated, and tickets were already being sold. Spring scholarships totaling \$96,140 were dispersed to 216 students, and funds for students in the physical therapist assistant program would be awarded soon. New scholarships include an award from Drs. Judith and Randall Norton for vet nursing majors and the Elfriede Cooper Memorial Scholarship for students majoring in animal science or an animal health-related field. The "60 for 60" campaign is gaining traction. About 100 endowed scholarships exist, and the Foundation intends to add 60 to 80 more. The annual meeting for the Foundation is on March 20 in the Student Union. A committee will be interviewing five candidates for the office assistant position for the Endowment Foundation.

V. Reports

1. Nikol Nolan, Student Affairs

Vice President Nolan reported that Admissions hosted Junior Day on Feb. 21. The Financial Aid office is helping students with FAFSA applications for the 2024-25 year and offering "completion nights" one evening each month from March through May.

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2. Dr. Tiffany Evans, Academic Affairs
Dr. Evans said CCC is adding six new “2+2” partnerships with Chadron State University in Nebraska and is finalizing a medical pathways partnership with Kansas University. The Phi Theta Kappa induction ceremony is scheduled for March 19 in the Student Union. Nursing is having a career partnership fair on March 26.
3. Sheri Knight, Business Affairs
Vice President Knight said the business office is helping with the annual college bull sale on March 22. She attended the state meeting of community college business officers. She asked for two trustees to sit on the monthly finance committee for the second quarter; Jessica Vaughn and Zack Odell volunteered to serve.
4. Doug Johnson, Public Relations
The new vinyl on the Gove County billboard along Interstate 70 has been updated.
5. Kenny Hernandez, Athletics
Director Hernandez reported that winter sports are recruiting for next season. The 2024-25 schedules for fall and winter sports are set. The College will search for another vendor to provide athletic apparel, as the current vendor did not uphold its end of the contract. He said wrestling coach CJ Shavers resigned, and the position will be posted soon.
6. Seth Carter, President
Dr. Carter said the College’s Composite Financial Index (CFI) has increased by 9.35 points over the past 13 years, ranking near the top with peer institutions.

VI.

BUSINESS

A. Old Business

No old business was brought before the Board.

B. Bathroom Replacement-Phase I Request for Proposals

The RFP was for a complete remodel of four bathrooms on campus (two in Thomas Hall and two in the Student Union). The College received bids from Stephens Construction and Woofter Construction. Woofter Construction was notified that their bid was submitted past the deadline and could not be evaluated. Stephens Construction’s bid met all of the RFP requirements at a cost of \$313,519.15, and the administrative team recommended their bid.

Audrey Hines made a motion to accept the bathroom replacement bid from Stephens Construction for \$313,519.15, and Donna Henry seconded the motion. It passed 6-0.

C. Open Records Request Policy

As the College consistently receives about two to four solicitations per week for records requests, more guidelines were added to the Open Records Policy. The updated language was adopted from the University of Kansas and reviewed by the College’s attorney.

Jessica Vaughn moved to approve changes to the Open Records Request Policy as

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presented, and she was seconded by Arlen Leiker. The Motion passed 6-0.

D. PT Works Clinical PTA Agreement

Trustees reviewed a standard agreement with PT Works in Dodge City, KS, that allows CCC physical therapist students to complete a portion of their clinical rotations.

Donna Henry moved to approve the agreement as presented. Zack Odell seconded the motion, which passed 6-0.

E. Request to Move April Meeting

CCC administration requested to move the April 15, 2024, board meeting to April 22 at 5 p.m. in the Thomas Hall Board Room because most of the administrative team will be at the Higher Learning Commission Conference in Chicago on the 15th.

Audrey Hines made a motion to move the April 2024 board meeting to the 22nd, which Jessica Vaughn seconded. The motion passed 6-0.

F. Request to Move the Board of Trustees Meeting Permanently

CCC requested that the Board of Trustees meeting be moved to the fourth Monday of the month instead of the third Monday. Some Trustees have expressed interest in moving the date, which would provide the administration with more time to work on the monthly board packet.

After discussion, the item was tabled until the April 2024 meeting.

G. Van-Bus Request for Proposals

The College issued an RFP for a 15-passenger van/bus.

A variety of bids were submitted that included the following: *Cabot Coach Builders* (2024 Ford F-350-\$102,700); *Davey Coach* (2022 Mercedes Sprinter Slider-\$148,893); *Master's Transportation, Inc.* (2024 Ford E450-\$113,900); *Midwest Transit Equipment, Inc.* (2024 Ford Starcraft Allstar-\$109,828); *Model1* (2023 Starcraft Starlite 24'-\$118,645); *Model1* (2024 Chevy Starcraft Allstar 22-\$107,522); *Model1* (2023 Starcraft Starlite 24'-\$110,242); *Schetky Bus and Van Sales* (2024 Ford E-450-\$122,164); *Schetky Bus and Van Sales* (2024 MERCEDES BENZ SPRINTER 3500 XD-\$168,444); and *Tubbs and Sons Ford Sales* (2024 Ford E-450 Starcraft Allstar-\$119,850).

Only three bids met all the requirements of the RFP: Midwest Transit Equipment, Inc., Schetky Bus and Van Sales, and Tubbs and Sons. All three bids were similar; however, Midwest Transit Equipment, Inc. priced a unit at \$109,828, whereas Schetky Bus and Van Sales priced theirs at \$122,164, and Tubbs and Sons priced theirs at \$119,850, a difference of \$12,336 and \$10,022, respectively. Due to the cost differential and the Thomas County Domiciliary Policy, it was recommended that the College purchase the 2024 Ford Starcraft Allstar

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from Midwest Transit Equipment, Inc. for \$109,828. Midwest Transit's cost is 8.72% lower than the next closest bid provided by Tubbs and Sons.

Audrey Hines moved to accept Midwest Transit's bid for \$109,828. She was seconded by Arlen Leiker. The motion passed 6-0.

H. Resignation

Adult Education Instructor Nance Munderloh and Math Instructor Brad Griffith submitted their retirement letters, effective at the end of their current contracts. Head Wrestling Coach CJ Shavers submitted his resignation.

Zack Odell moved to accept the resignation and retirement notices. Audrey Hines seconded the motion, which passed 6-0.

VII. Comments from Trustees

Donna Henry noted the website analytics in the board packet and the large percentage of visitors using desktop computers compared to mobile devices. Jessica Vaughn thanked everyone for their reports. Arlen Leiker thanked Dr. Carter for adhering to policy and appreciates how the Board governs. Patrick Toth thanked everyone for their effort and appreciated that the financial aid staff is willing to hold night sessions to help students complete the FAFSA.

VIII. Adjournment

At 6:03 p.m., Arlen Leiker made a motion to adjourn. Zack Odell seconded the motion, which passed 6-0.

Signed: _____
Chairperson

Signed: _____
Secretary