

September 19, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 19, 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 May August 22, 2022
- B. Resolution #2 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. 55-Passenger Bus RFP (Action)
- C. Disposition of Surplus (Action)
- D. Door Replacement RFP (Action)
- E. Guidelines for Public Comment Policy (Action)
- F. Kansas Association of School Boards-LAF (Action)
- G. Policy Revision (Evaluation Policy)-(Action)
- H. Resignations (Action)
- I. Skid Steer Lease (Action)
- J. 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. Seth Carter, 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.

September 19, 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, September 19, 2022, at 5:00 p.m.

### **MEMBERS PRESENT:**

Quintin Flanagan, Jessica Vaughn, Arlen Leiker, Donna Henry, Audrey Hines, and Dr. Seth Carter were present. Trustee Patrick Toth joined via Zoom teleconferencing.

### **MEMBERS ABSENT:**

None

### **OTHERS PRESENT:**

Doug Johnson, Director of Public Affairs; Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; and Mike Saddler, Athletic Director. Chriss Ellison recorded the minutes.

## **II. INTRODUCTIONS:**

None.

## **III. APPROVAL OF THE CONSENT AGENDA:**

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

## **IV. BUSINESS**

### **A. OLD BUSINESS:**

None.

### **B. 55-PASSENGER BUS RFP (ACTION):**

Colby Community College issued a 55-passenger RFP on August 12, 2022, and the College received one bid. The bid was from the National Bus Sales, Tulsa, OK, for a 202302024 Freightliner Mc, Ultra Coachliner DXL, 56-passenger bus. The total purchase price is \$373,972. A discount of \$40,623 was provided. The administrative team recommended the purchase of the bus for the price of \$373,972. Jessica Vaughn made a motion to purchase the bus at the proposed price. It was seconded by Arlen Leiker and passed 6-0.

### **C. DISPOSITION OF SURPLUS (ACTION):**

The Beef Production Manager requested to sell three cows. She requested to potentially sell three other cows if they were not pregnant after two more weeks. The last three cows were not approved for disposition because the Board of Trustees did not believe they had statutory authority to dispose of the cows when it was not definitive that they would be sold. The Board requested the President draft a policy the President the authority to dispose of livestock during interim periods when it would materially benefit the College. A motion was made by Audrey Hines to sell three cows and seconded by Donna Henry. The motion passed 6-0.

### **D. DOOR REPLACEMENT RFP (ACTION):**

On August 26, 2022, the College submitted an RFP to replace the remaining 31 doors on campus. The doors will not be motion-activated and will be updated to install the new security/RFID system. The project is \$223,819 for the doors (Colby Glass) and \$18,921 for the security system (INA Alert). The cumulative cost of \$242,740. Board Chair Flanagan recused himself from the discussion and voting due to a potential conflict of interest. Audrey Hines made a motion to accept the bid, which was seconded by Donna Henry. It passed 5-0.

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## **E. GUIDELINES FOR PUBLIC COMMENT POLICY (ACTION):**

This policy was recommended at the Kansas Association of Community College Trustees meeting to have such a policy due to an incident that occurred at a different institution. Jessica Vaughn made a motion to accept the Guidelines for Public Comment at Board Meetings policy. Audrey Hines seconded the motion, and it passed 6-0.

## **F. KANSAS ASSOCIATION OF SCHOOL BOARD-LAF (ACTION):**

The College recently received the annual agreement for KASB to provide the College with legal advice (began on July 1, 2022). The annual cost is \$2,300. A motion was made by Arlen Leiker to accept the agreement and was seconded by Donna Henry. It passed 6-0.

## **G. POLICY REVISION (EVALUATION POLICY) (ACTION):**

The proposed policy revision will give every newly hired employee a 90/180-day evaluation with their immediate supervisor. In January of each year, each supervisor is responsible for completing an Employee Evaluation form for each employee. Copies of the evaluations must be submitted to the Human Resources office no later than February 15. The College President will receive his/her evaluation every year from the Board of Trustees. All evaluations are placed in the employee personnel file. A motion was made by Arlen Leiker and was seconded by Audrey Hines to accept the policy revision. The motion passed 6-0.

## **H. RESIGNATIONS (ACTION):**

Resignations were accepted from Jason Dalton, admissions counselor, and Karlie Oller, outreach director. Angel Morrison resigned from her current position as Senior IT Director to transition to the Dean of Online Learning. A motion was made by Donna Henry to accept the resignations and was seconded by Audrey Hines. This passed 6-0.

## **I. SKID STEER LEASE (ACTION):**

The College made a request to re-lease the current skid steer in the amount of \$8,000. A motion was made by Audrey Hines to accept the lease, and it was seconded by Donna Henry. It passed 6-0.

## **J. EXECUTIVE SESSION:**

The College president and the Board of Trustees entered into an execution session at 5:34 p.m. for 30 minutes. At 6:05 p.m., the Board of Trustees requested an additional 30 minutes. After returning to open session at 6:36 p.m., Trustees took no formal action.

## **V. FOUNDATION UPDATE:**

The Foundation director shared that the Endowment office is working on a reunion for the baseball team in October 2023. The format would be similar to the livestock reunion. It is estimated that the Endowment auction in August cleared approximately \$80,000. A complete auction report from August should be ready for the October Board of Trustees meeting.

## **VI. REPORTS:**

1. Nikol Nolan, Vice President of Student Affairs, stated that students were becoming very comfortable on campus, figuring out student activities, etc. Parking permits are necessary for anyone who comes to the campus during the day, so Nikol will get parking passes for all Board of Trustee members.

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2. Dr. Evans, Vice President of Academic Affairs, shared how great the rodeo had been, and everything was well coordinated. Many compliments have been received regarding the rodeo, and all events were held with no problems. The Ad Astra process has started, and the Board of Trustees will be asked for input.
3. Dr. Carter spoke on behalf of the business affairs department. Everyone was starting to collect data for the FY22 audit. The newly hired C.F.O. will start on September 26, 2022.
4. Doug Johnson, Director of Public Information, shared he received 21 bids for the website content management software. He will have a recommendation at the October 2022 Board of Trustee meeting.
5. Dr. Carter reported for Mike Saddler, Athletic Director. The College has a men's cross country star that won his race, and the team beat notable Division I universities.
6. President Carter shared that Senator Moran contacted him and is planning to attend the October groundbreaking ceremony for the new agriculture center. Dr. Carter appreciated Arlen Leiker attending the KAACT meeting in September in Ft. Scott, KS.

## **VII: REPORTS AND COMMENTS:**

There were many compliments about the rodeo. It was also noted that the College students have an excellent comradery with the community, and people have noticed the excellent interaction between the two.

## **VIII: ADJOURNMENT:**

Arlen Leiker moved to adjourn and was seconded by Donna Henry. The motion passed unanimously. The meeting ended at 7:00 p.m.

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Secretary