



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
December 18, 2023

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, December 18, 2023, at 5:00 p.m.

MEMBERS PRESENT

Quintin Flanagin, Arlen Leiker, Donna Henry, Audrey Hines, Patrick Toth, Jessica Vaughn, 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; Keesa Mariman, Thomas Co. Clerk; faculty member Deb Bickner, and Softball Coach Steve Kinnett via Zoom. Nursing instructor Cathy McVey and Nursing Program Director Michaelle Bliss joined via Zoom at 5:04 p.m. Doug Johnson recorded the minutes.

Thomas County Clerk Keesa Mariman swore in Arlen Leiker and Patrick Toth for their upcoming terms that run from Jan. 2024 through Dec. 2028.

II. INTRODUCTIONS

No introductions.

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines moved to accept the consent agenda that included the Nov. 20, 2023, meeting minutes, employee contracts, and Resolution No. 5, as presented in the finance packet. The motion was seconded by Jessica Vaughn and passed 6-0.

IV. BUSINESS

A. Old Business

1. Strategic Plan Review (Discussion)

The annual progress review of the 2022-2027 Strategic Plan was presented. No action was taken as the item was for discussion.

2. UTV RFP (Action)

The bid was reissued due to a preference for a hydraulic lift. The RFP was updated and re-disseminated to the vendors. The College received two bids: Colby Ag Center proposed an RTV-XG850 Sidekick for \$16,000 and American Implement proposed a JD Gator 835E for \$17,850. The total cost for the RFP is \$33,850. To localize business, it was recommended to purchase an RTV-XG850

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Sidekick for \$16,000 from Colby Ag Center and a JD Gator 835E for \$17,850 from American Implement. Monies utilized for this project came from the College's Congressional Directed Spending Request.

Patrick Toth moved to accept the bids from Colby Ag Center and American Implement as presented. Donna Henry seconded the motion, which passed 6-0.

B. Collections Report (Action)

The College recommended sending 57 accounts to collections for \$87,424.60.

Audrey Hines made a motion to send the presented list to collections, and Donna Henry seconded the motion, which passed 6-0.

C. Disposition of Surplus

Trustees reviewed a list of items from the Veterinary Nursing Department that are broken or nonfunctional that would be taken to the landfill. The list also included a chinchilla cage that would be sold privately to an individual.

Jessica Vaughn moved to accept the disposition of surplus list as presented and was seconded by Audrey Hines. The Motion passed 6-0.

D. International Student Handbook (Discussion)

Trustees reviewed the International Student Handbook. The following language was added in response to some recent challenges the College experienced:

Working on the Colby Community College campus as a work study is considered a privilege and is not guaranteed. Any International student found in violation of any CCC policies regarding working on campus will lose their ability to work on the CCC campus and may have their I-20 terminated, which would result in their inability to remain in the United States. (Effective January 1, 2024).

This was a discussion item, and the Board took no action.

E. Motor Vehicle Review Policy (Action)

The College adopted the policy to remain compliant for property insurance purposes. It allows background checks at the indicated intervals: Colby Community College shall perform the following background checks at the indicated intervals:

- Background Check: Upon hire and annually occurring in the fall semester.
- Motor Vehicle Registry: Upon hire and annually
- SSN Trace Report (Used to determine other state criminal background checks needed): Upon hire.
- Additional criminal background checks for other states as needed.
- E-Verify – Upon hire.

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Donna Henry made a motion to approve the Motor Vehicle Review Policy with the noted exception for moving violations, which Patrick Toth seconded. The motion passed 6-0.

F. Policy Review: Field Trip Policy; Distance Learning Veterinary Nursing Program (DLVNP) Comprehensive Rabies Mitigation Plan

The Field Trip Policy was amended to add more details. The recommended revision to the DLVNP Comprehensive Rabies Mitigation Plan was that goats be included on the list of animals that students can handle if the animal has a rabies vaccine. Students must not handle animals overdue for their vaccination, and students must not handle any species of which no rabies vaccines are available.

A motion by Audrey Hines was seconded by Donna Henry to approve recommended changes to the Field Trip Policy and the DLVNP Comprehensive Rabies Mitigation Plan. The motion passed 6-0.

G. Shandy Clinic PTA MOA (Action)

The new agreement is between Colby Community College and the Shandy Clinic (Pueblo South).

Arlen Leiker moved to approve the new PTA MOA with the Shandy Clinic. He was seconded by Audrey Hines. The motion passed 6-0.

H. Softball Field Relocation (Discussion)

Trustees discussed the idea of relocating the CCC softball games to the renovated City of Colby field. Softball Coach Steve Kinnett commented on the advantages of having games on the field at the College campus. No action was taken.

I. Work Study Policy (Action)

The policy was implemented in response to recent issues faced by the College. The document details the process for work study students and the ramifications for failing to follow the policy.

A motion from Jessica Vaughn was seconded by Patrick Toth to approve the Work Study Policy. It passed 6-0.

J. Executive Session

At 5:36 p.m., Jessica Vaughn moved to enter into a 10-minute executive session with the Board and President Carter. Audrey Hines seconded the motion, which passed 6-0.

At 5:46 p.m., Trustees returned to an open session. Jessica Vaughn moved to enter into a 10-minute executive session with the Board and President Carter. Audrey Hines seconded the motion, which passed 6-0.

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At 5:56 p.m., the Trustees returned to an open session. At 5:57 p.m., Quintin Flanagin moved to enter into an executive session with Trustees only. Donna Henry seconded the motion, which passed 6-0.

At 6:07 p.m., Trustees returned to an open session. No formal action was taken. Discussion ensued, and the Trustees decided to:

- Move the Jan. 15, 2024, meeting to Jan. 22, 2024.
- Accept applications for the vacant board position until Jan. 15, 2024.

K. Election of Officers (Action)

The proposed slate of officers for 2024 was presented.

- Secretary: President Carter
- KACCT Representative: Mr. Arlen Leiker
- Endowment Representative: Mrs. Donna Henry
- Treasurer: Mrs. Audrey Hines
- Vice Chair: Mrs. Jessica Vaughn
- Chair: Mr. Patrick Toth

Jessica Vaughn moved to accept the slate of officers as presented, and Audrey Hines seconded the motion. The motion passed 6-0.

V. Foundation Update

Melissa Rickford said the Annual Campaign literature was mailed to 16,000 people and included information describing the “60 for 60” campaign. She shared that the newest endowed scholarships were the Regan Lewis Scholarship for nursing students and the S. Carter Family Scholarship, which is unrestricted.

VI. Reports

Owing to time constraints, Administrator Reports were not given.

VII. Comments from Trustees

Jessica Vaughn thanked President Carter for sharing letters from the inmates at the Norton Correctional Facility. Arlen Leiker attended a KACCT meeting with Patrick Toth in Liberal, KS. Donna Henry talked about the NCF letters and thanked everyone. Audrey Hines said we have some amazing instructors and thanked everyone. Patrick Toth complimented all involved with the Strategic Plan outcomes. In his last meeting as a Trustee, Quintin Flanagin thanked everyone and said they are the best board in the state. He said everyone should be proud of CCC.

President Carter thanked Board Chair Flanagin for his service.

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VIII. Adjournment

Quintin Flanagin moved to adjourn, and Patrick Toth seconded the motion. It passed 6-0, and the meeting adjourned at 6:23 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary