



Challenge. Create. Connect.

April 20, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 20, 2020, 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/833734496?pwd=K3pteHIyK2owd0hUMEZsTHpmdENndz09> or call in utilizing this number: **+1 312 626 6799 US (Chicago)**
Items of business on the agenda include the following:

I.Open Meeting

II.Introductions

III.Approval of the Consent Agenda

- A. Minutes of March 16, 2020
- B. Agreements and Contracts
- C. Resolution #9 (as presented in the finance packet)

IV.Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Brad Bennett, Academic Affairs
 - 3. Carolyn Kasdorf, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Mike Saddler, Athletics
 - 6. Seth Carter, President

V.Foundation Update

VI.Business

- A. Old Business
 - a. Emergency Response Plan (Action)
- B. 9News Marketing (Action)
- C. Assessment Handbook (Discussion)
- D. Board of Trustees Self-Review (Discussion)
- E. Captioning Software (Action)
- F. CCC Housing Contract (Discussion)
- G. Citizen's Health Dorm Usage MOA (Action)
- H. Disposition of Surplus (Action)
- I. Green Bush MOA (Action)
- J. KASB-Legal Assistance Contract (Action)
- K. Pasture Lease (Action)
- L. Scholarship Management System (Action)
- M. Summary of Welfare Benefits (Action)
- N. Resignations
- O. Executive Session for Non-Elected Personnel
 - a. Action if Necessary

VII.Reports and Comments

- A. Comments from Trustees
- B. Other Items

VIII.Adjournment

Sincerely,
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.

I. CALL TO ORDER:

The Regular board meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held via the Zoom remote video conferencing platform in Thomas Hall on Monday, April 20, at 5:01 p.m.

MEMBERS PRESENT:

Kenton Krehbiel, Audrey Hines, Patrick Toth, and Dr. Seth Carter. Arlen Leiker, Quintin Flanagan, and Jessica Vaughn joined via zoom.

MEMBERS ABSENT: None

OTHERS PRESENT:

None.

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Doug McDowell, Information Technology Director.

III. APPROVAL OF THE CONSENT AGENDA:

A motion was made to amend the agenda to remove Item “E” due to insufficient bids. Audrey Hines moved to approve the amended agenda and it was seconded by Jessica Vaughn. The motion was approved unanimously. A motion to approve the consent agenda was made by Audrey Hines and was seconded by Patrick Toth. The motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

- a. Emergency Response Plan: This plan will be updated every year and presented to the board of trustees for approval. Audrey Hines moved to accept the plan as presented and Arlen Leiker seconded the motion. The motion passed unanimously.

B. 9NEWS MARKETING (ACTION):

In an effort to attract more students and get further into the Colorado market, this is a proposed contract with 9News. CCC has been actively advertising with 9News for several years and has experienced a strong increase in enrollment for the Colorado area. Tier one is \$100,000, in which CCC could receive 2,257,200 impressions, via commercials. On the digital platform CCC would have 693,181 impressions, plus three Colorado and Company television interview segments. All of this advertising would run from April 2020-September 2020 (dates will be revised). Tier two was \$75,000 and provides us the following: 1,616,200 impressions, via commercials. On the digital platform CCC would have 613,636 impressions, plus two Colorado and Company interview segments. All of this advertising would run from April 2020-September 2020. Tier three was \$50,000 and provides the following: 973,000 impressions, via commercials. On the digital platform CCC would have 550,000 impressions, plus one Colorado and Company interview segments. All of this advertising would run from April 2020-September 2020.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 20, 2020

The College recommended option two, which provides heavy market saturation and cost \$75,000. This option would provide CCC over 2,229,000 impressions. CCC received spending authority for \$75,000 for this initiative and the institution can stop advertising with five days' notice. Audrey Hines moved to approve the tier two contract with 9News and Kenton Krehbiel seconded the motion. The motion passed unanimously.

C. ASSESSMENT (DISCUSSION):

This agenda item was to inform the board of trustees what faculty and staff do and how it is done. The Assessment Handbook is a document used to track and explain how assessment is occurring across academics, athletics, co-curricular, extra-curricular, and general services. The document helps to formalize the College's process for evaluations and details the time frame in which they should be occurring.

D. BOARD OF TRUSTEES SELF-REVIEW (DISCUSSION):

This is the annual evaluation the College conducts of the Board of Trustees. The evaluation focuses on what areas the Board is doing well and what opportunities for improvement are available. Board members asked to see a more in-depth review of the Policy Manual (currently being updated) and a formal process for on-boarding new board members.

E. CAPTIONING SOFTWARE (ACTION):

Removed.

F. CCC HOUSING CONTRACT (DISCUSSION):

This revision of the current housing contract is more formalized and clearly outlines student responsibilities and gives the institution more authority to remove students if they do not comply with the Room and Board Contract. The document has been reviewed and approved by the College attorney. No motion necessary.

G. CITIZEN'S HEALTH DORM USAGE MOA (ACTION)

In an effort to be a good partner and protect the health and safety of our community, CCC elected to partner with Citizen's Health to provide the residential halls as a potential quarantine area, isolation area, and rest area (health care workers) for those individuals impacted by COVID-19 in the community. There is not an expectation or indication that student housing would be needed; however, the College wants to be prepared if the situation were to arise. The Memorandum Of Agreement (MOA) outlines the responsibility of the College and Citizen's Health in the event this was necessary. Arlen Leiker moved to accept the MOA as presented. Jessica Vaughn seconded the motion and it passed unanimously.

H. DISPOSITION OF SURPLUS (ACTION):

To date, CCC provided over 31,720 gloves, masks, and other personal protective equipment to five different area health partners and one educational partner. This was done in an effort to help provide support and protection of the communities the College serves. Audrey Hines moved to accept the disposition of the donated items. Kenton Krehbiel seconded the motion and the motion passed unanimously.

I. GREEN BUSH MOA (ACTION):

This Memorandum of Agreement between Greenbush and Colby Community College allows the College to utilize Greenbush's technology equipment at Norton Correctional Facility (NCF). Without the use of their equipment, CCC could not deliver the Technology Network Technician program to NCF. This agreement ensures that if the College damages or destroys any equipment that CCC is

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 20, 2020

responsible for the replacement cost. Kenton Krehbiel made a motion to accept the MOA as presented. Audrey Hines seconded the motion and it passed unanimously.

J. KASB-LEGAL ASSISTANCE CONTRACT (ACTION):

On June 30, 2020, the College's legal assistant contract with the Kansas Association of School Board ends. For \$2,100 a year, the College's Board and President has access to a KASB attorney for legal conversations and document review. CCC has been utilizing the service for more than four years and it saves the College approximately \$50,000 a year in comparison to previous years of legal fees. Kenton Krehbiel moved to accept the contract as presented and was seconded by Jessica Vaughn. It passed unanimously.

K. PASTURE LEASE (ACTION):

This is a pasture lease agreement with Mr. Matt Dreher for the College to utilize 220 acres of pastured located on the E ½ of S. 25 T1S R33W and NW ¼ of S 36 T1S R33W. The contract costs \$1.65 per day/per head, per pair and a \$1.15 per day/per head, per heifer payable upon execution of the contract. CCC advertised the opportunity for pasture leasing in the Colby Free Press and the only bid submitted was from Mr. Dreher, an individual the College has leased from for at least the last three years. The approximate total is \$6,250 for 28 cows and calves and eight replacement heifers. Arlen Leiker moved to accept the pasture lease as presented and was seconded by Jessica Vaughn. The motion passed unanimously.

L. SCHOLARSHIP MANAGEMENT SYSTEM (ACTION):

CCC is currently paying \$10,939.56 for the *BlackBaud* scholarship management software. The software has been very difficult to utilize and has not been a viable solution for the institution; in addition, the annual cost was increasing again. With that in mind, Admissions Director Jenny Hurtt solicited bids for a replacement software and received bids from the following vendors: *Award Spring* has a first year cost of \$8,625 with an annual renewal cost of \$6,225 (total cost of \$6,225 annually after year one); it is a five-year contract with an option to opt out after year one, with no penalty (price remains locked during the five-year period). *Foundant* provided a bid of \$19,500, annually (one-year agreement). *Kaleidoscope* provided an annual bid of \$12,019 (one-year agreement, with an option of a three-year price agreement at a cost of \$10,019, after year one). All three vendors offered a solution that would address the needs of the College. Award Spring provided the most complete bid and was the least expensive vendor option at \$8,625. It was the recommendation of the administrative team and would save CCC over \$3,000 annually, compared to the current contract. Audrey Hines moved to accept the contract for Award Spring software and Patrick Toth seconded the motion. The motion passed unanimously.

M. SUMMARY OF WELFARE BENEFITS (ACTION):

This is a summary of the Welfare Employee Benefit Plan that employees receive because CCC is self-insured. A motion to approve the plan was made by Patrick Toth and seconded by Arlen Leiker. The motion passed unanimously.

N. RESIGNATIONS:

Resignations for Megan Mapes, Norton nursing instructor, and Amanda Kuxhausen, Colby P.N. instructor, were presented to the board. Audrey Hines moved to accept

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 20, 2020

the resignations as presented and Arlen Leiker seconded the motion. The motion passed unanimously.

O. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

At 6:38 p.m., Quintin Flanagin requested an executive session with Dr. Carter and the board of trustees for 30 minutes. This was a separate zoom session only for board members. Audrey Hines moved to have a 30-minute executive session with Dr. Carter and Kenton Krehbiel seconded the motion. The motion passed unanimously. At 7:10 p.m. in open session, a 25-minute executive session was requested. Kenton Krehbiel moved to approve the executive session and Audrey Hines seconded the motion and it passed unanimously. At 7:35, the board was back in open session.

a)Action if Necessary: Dr. Carter's rolling employment contract was to be renewed for three years. Kenton Krehbiel moved to approve Dr. Carter's employment contract as presented and Audrey Hines seconded the motion. The motion passed unanimously.

V. FOUNDATION UPDATE:

Jennifer Schoenfeld discussed the scholarship budget for the coming academic year and was anticipating no reductions. The foundation was working on a social media platform. She was planning to attend a virtual online auction to see if an online auction would be a viable option for the CCC Endowment Auction.

A. REPORTS FROM ADMINISTRATORS:

1. Dean Nolan shared that a Financial Aid Director had been hired but was still in Ohio due to quarantine concerns. The admissions department was organizing and promoting virtual tours of the campus, which were attracting students' interest.
2. Brad Bennett discussed how the College was working to meet the needs of students because of COVID-19. The College moved all classes online including the community enrichment courses to Zoom which had very good enrollment. Discussion are being held regarding a virtual graduation ceremony.
3. Carolyn Kasdorf shared that no finance committee meeting was held due to the COVID-19. All College bank accounts were reconciled and accounts receivable was stable. Carolyn was working on the FY21 budgets.
4. Doug Johnson thanked Information Technology for their work over the past couple of weeks because they were responsive with everyone's needs. Public service announcements were being broadcasted on the College radio station to announce the Genesis Food Pantry.
5. Mike Saddler reported that coaches were actively working to keep their teams engaged during this time since the athletes are spread across the world. Everyone was working together to stay successful.
6. President Carter thanked the board, staff and faculty for all their hard work and dedication through this difficult time. He also shared with the board that the College had been awarded a grant from KBOR to support non-traditional outreach, the nursing initiative grant and some other grants. Questions were discussed about student refunds and the process.

VI. REPORTS AND COMMENTS:

The board of trustees complemented everyone for their hard work, the management by the administrators, and their decision-making during this difficult time. The board thanked everyone for their efforts for a successful zoom meeting. This was the first such meeting for the board of trustees and it went very well.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 20, 2020

VII. ADJOURNMENT:

Audrey Hines moved to adjourn; Quinton Flanagin seconded the motion. The motion passed unanimously. The meeting ended at 7:38 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary