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June 15, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 15, 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/7507007180?pwd=eCtaK0FiZ0pUVzNLYzFENFBTZldTUT09>
Password: 102115CSC 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 18, 2020
- B. Agreements and Contracts
- C. Resolution #11 (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
- B. Academic Calendar-Revision (Action)
- C. ADA Door Replacement RFP (Action)
- D. Billboard Contract (Action)
- E. Collections Report-June 2020 (Action)
- F. International Student Policy Regarding Law Enforcement (Action)
- G. Policy Review (*Authorization to Purchase, Authorization to Sign Contracts and Agreements, Board of Trustees Meeting/Authority of Members, College Ownership and Use, Complaints, Employment, and Federal Funding*)-(Action)
- H. RFP for ADA Door Compliance (Action)
- I. Turbovote (Action)
- J. Resignations (Action)

VII. Reports and Comments

- A. Comments from Trustees
- B. Other Items

VIII. Adjournment

Sincerely,

A handwritten signature in blue ink that reads "Seth Macon Carter".

Seth Macon Carter
President

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 15, 2020

I. CALL TO ORDER:

The Regular board meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held electronically via Zoom video conference in Thomas Hall on Monday, June 15, at 5:00 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None.

OTHERS PRESENT:

Brad Bennett, Executive Vice President, Carolyn Kasdorf, Vice President of Business Affairs and C.F.O., Nikol Nolan, Dean of Student Affairs, Mike Saddler, Athletic Director, and Jennifer Schoenfeld, Director of Endowment. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

A motion to approve the consent agenda was made by Kenton Krehbiel and was seconded by Jessica Vaughn. The motion passed 6-0.

IV. BUSINESS

A. OLD BUSINESS:

None

B. ACADEMIC CALENDAR (ACTION):

The administration team requested to modify the academic calendar to reflect the changes of having face-to-face classes end for the fall semester before Thanksgiving break. Two academic days would be added to the Thanksgiving break and six swing Fridays. This would require the addition of the Thursday of spring break as a day off for all employees and Martin Luther King, Jr. Day off for all students and employees. This does not adjust the number of academic days (172 contractual days for faculty). Arlen Leiker moved to approve the academic calendar as presented and was seconded by Patrick Toth. The request was approved 6-0.

C. ADA DOOR REPLACEMENT RFP (ACTION):

The administrative team recommended the replacement of 13 doors to be ADA (Americans with Disabilities Act) compliant and also due to age, at a total price of \$132,033.89. Arlen Leiker moved to approve the RFP for \$132,033.89 as presented and Jessica Vaughn seconded the motion. The RFP was approved with a vote of 5-0 (board member Quintin Flanagan abstained, due to a conflict of interest) for a total purchase price of \$132,033.89.

D. BILLBOARD CONTRACT (ACTION):

The administrative team recommended the renewal of a billboard in Burlington, CO. Due to an error in the location of the billboard, the vendor has agreed to provide new vinyl at no cost, reduce our annual contract to \$4,000 (\$1,000 decrease) and to keep our old billboard up for several months at no additional cost. Arlene Leiker moved to

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approve the billboard contract as presented. Audrey Hines seconded the motion and it passed 6-0.

E. COLLECTIONS REPORT (ACTION):

The collection report was presented for discussion. Arlen Leiker expressed concern regarding the ability to process collections due the CARES Act suspension of student loan payments. Dr. Carter shared that all of these students on this list had not made a payment for a least one year. Arlen Leiker made a motion to approve the write-off of \$1,066 as these amounts were too small to send to collections. Kenton Krehbiel seconded the motion and it passed 5-1, with Jessica Vaughn casting the dissenting vote. A motion was made by Audrey Hines to send the \$100,943.56 to collections and Jessica Vaughn seconded the motion. The motion passed 6-0.

F. INTERNATIONAL STUDENT POLICY REGARDING LAW ENFORCEMENT:

The administration team presented a policy that states that international students must abide by all institutional, local, and state laws. If an international student's actions result in an arrest and/or having charges filed against them, the individual situation will be handled by a review board. Disciplinary actions and sanctions will be handled on a case-by-case basis according to recommendations from the review board. The review board will be named annually by the Primary Designated School Official (PDSO) with the final approval of disciplinary actions/sanctions by the Colby Community College President. The maximum penalty may result in termination of the student I-20 and dismissal from the institution. Audrey Hines moved to accept the policy as presented and Jessica Vaughn seconded the motion. The motion passed 6-0.

G. POLICY REVIEW (REVIEW):

The following policies were requested for Board review: *Authorization to Purchase, Authorization to Sign Contracts and Agreements, Board of Trustees Meeting/Authority of Members, College Ownership and Use, Complaints, Employment, and Federal Funding*. These policies were the oldest policies on file that have not been reviewed or revised; some do not include dates, that is why they needed to be reviewed. As an institution, the college will continue to review policies at every meeting for the foreseeable future. The only recommended change was on the board of trustee section regarding election (statutory change). After updated policies are reviewed and approved, the college will time stamp each one for the Policy Manual.

Election (K.S.A. 71-1403, et. seq.-Original). The governing board of the college shall be a Board of Trustees composed of six (6) members who shall be elected at large from a territory of the community college district. Members shall serve for a term of four (4) years. Elections will be held on the first Tuesday in April in each odd-numbered year. Terms of all elected members shall commence on July 1 after election. ***Election (K.S.A. 71-1403, et. Seq, HB 2104.-Revised)***. The governing board of the college shall be a Board of Trustees composed of six (6) members who shall be elected at large from a territory of the community college district. Members shall serve for a term of four (4) years. The law requires these elections to be held on the Tuesday following the first Monday in November of odd-numbered years. If necessary, primary elections will be held on the first Tuesday in August of odd-numbered years.

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Arlen Leiker also requested that the President provide all written complaints to the board. Jessica Vaughn expressed concern over the 3% rule for purchasing within Thomas County if an outside vendor is lower. The institution has traditionally always provided preference to local vendors. The policies were tabled with the requested changes and will be formally reviewed under “old business” at the next board of trustee meeting.

H. RFP for ADA DOOR COMPLIANCE (ACTION):

This agenda item was deleted as it was a duplicate of agenda item “C”.

I. TURBOVOTE (ACTION):

The administration presented a service that will allow the College to become a Turbovote Partner with the goal of increasing student voter turnout. This service normally has a \$500 annual fee but the college will receive this product free until 2022. Arlen Leiker moved to approve this service as presented and Patrick Toth seconded the motion. The motion passed 5-1, with Audrey Hines casting the dissenting vote.

J. RESIGNATIONS (ACTION):

Resignation/retirement notices were received from Jennifer Lindsey, administrative assistant to the Dean of Student Affairs and Carol Cameron, administrative assistant for the dental hygiene department. Audrey Hines moved to accept the resignations/retirements as presented. Kenton Krehbiel seconded the motion and it passed 6-0.

V. FOUNDATION UPDATE:

The Endowment Board is planning a social function, Picnic on the Prairie, at Frahm Farms on August 22. This will be by invitation to those people who had planned on attending the auction. This event will be a free-will donation and not an auction.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared the college is experiencing some on-campus visits which is very positive news. The College has received 185 housing applications. More students are requesting single rooms.
2. Brad Bennett discussed the hard work and effort put into revising the academic calendar and hopes it would meet the needs of our students (and employees) in light of a potential second wave of COVID-19. There have been six (6) training sessions for Second-Chance Pell.
3. Carolyn Kasdorf shared the finance committee meeting was held via Zoom and it went very well. The College is planning to move \$1.25 million into reserves by the end of the fiscal year. FY21 budget discussions are progressing. Approximately \$235,000 was disbursed to students for the CARES Act. Carolyn and Tashia Kuper were going to be panelists for a CASHNET Software workshop.
4. Doug Johnson was not present so Dr. Carter shared the College is updating policies for online availability. All underwriters can advertise on the College radio station for free.
5. Mike Saddler reported that athletes continued to excel in the classroom despite numerous challenges. The spring semester G.P.A. for all athletes was 3.09 for the term.
6. President Carter shared that progress is being made towards the rodeo. Plexi-glass barriers have been installed on campus. The College is distributing two masks to each employee and will provide every on-campus student a mask to wear as they need or based on health regulations.

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VI. REPORTS AND COMMENTS:

The board of trustees thanked everyone for their hard work and dedication. It was discussed that moving forward, the College may want to continue offering board of trustee meetings via Zoom so community people and others could log in. The college is not sure when meetings will be in a face-to-face format with all board members and guests in one room.

VII. ADJOURNMENT:

Audrey Hines moved to adjourn and was seconded by Arlen Leiker. The motion passed unanimously. The meeting ended at 6:12 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary