



Challenge. Create. Connect.

July 20, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 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/7507007180?pwd=eCtaK0FiZ0pUVzNLYzFENFBTZldTUT09>
Password: 102115CSC or call in utilizing this number: [+1 312 626 6799 US](tel:+13126266799) (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 June 15, 2020
- B. Resolution #12 (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. 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)
- B. Budget Review for Publication (Action)
- C. Colby Kansas Police Department MOU (Action)
- D. Elan One (Action)
- E. Faculty Alliance Negotiations (Action)
 - a. Agreements and Contracts (moved from Consent Agenda)
- F. Fair Lease (Action)
- G. Fiber Switches RFP (Action)
- H. Internal Scholarship Policy (Action)
- I. Policy Review (*Administrator, Administrative Support, and Non-Certified Employee Benefits, Compensatory and Overtime, Conditions of Employment, Copyrights and Patents, Sale of Livestock*)-(Action)
- J. Raise Eligibility Policy (Action)
- K. Rodeo RFP (Action)
- L. Strategic Planning Overview (Discussion)
- M. 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

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 electronically via Zoom video conference in Thomas Hall on Monday, July 20, at 5:02 p.m.

MEMBERS PRESENT:

Kenton Krehbiel, Audrey Hines, Arlen Leiker, Quintin Flanagan, Jessica Vaughn, and Dr. Seth Carter. 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; Jennifer Schoenfeld, Director of Endowment; Doug McDowell, IT technician; and Marion Ballard, Colby Free Press. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

A motion to approve the consent agenda was made by Jessica Vaughn and was seconded by Kenton Krehbiel. The motion passed 6-0. A request was made to add an executive session for non-elected personnel after agenda item 'M'. Kenton Krehbiel moved to append the agenda with "N" for the executive session for non-elected personnel. Audrey Hines seconded the motion, and it passed 6-0.

IV. BUSINESS

A. OLD BUSINESS (POLICY REVIEWS)(ACTION):

Arlen Leiker moved to approve the policy reviews with some revision changes as presented. Audrey Hines seconded the motion, and it passed 6-0.

B. BUDGET REVIEW FOR PUBLICATION (ACTION):

The administrative team recommended a reduction in the FY21 operational budget from FY20 and also a reduction in the mill levy. The reduction in the mill levy will be the lowest mill levy since 2013. Arlen Leiker moved to approve the budget for publication. Kenton Krehbiel seconded the motion, and it passed 6-0.

A motion was made by Kenton Krehbiel to hold a public budget hearing on Thursday, August 6, 2020, at 7:30 a.m. at the College. Jessica Vaughn seconded the motion as presented, and it passed 6-0. It was requested that all board members attend in person.

C. COLBY KANSAS POLICE DEPARTMENT M.O.U. (ACTION):

President Carter presented a memorandum of understanding (M.O.U.) between the College and the Colby Police Department. The M.O.U. outlines the roles and responsibilities of each party and works towards finalizing what is currently happening between the two entities. Audrey Hines made a motion to accept the M.O.U. as presented. Arlen Leiker seconded the motion, and it passed 6-0.

D. ELAN ONE (ACTION):

The administrative team recommended switching from the current Concur credit card service to a new plan. Elan One will be at no-cost to the College and would generate

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additional revenue on credit card purchases for the College. The College will need to discontinue the current use of credit cards with Adams State Bank. This item was tabled until the special board meeting on August 6 so additional information could be provided to the board regarding questions on potential fees.

E. FACULTY ALLIANCE NEGOTIATIONS (ACTION):

President Carter shared several recommended changes to the Master Agreement with Faculty Alliance. Arlen Leiker moved to approve the changes. Jessica Vaughn seconded the motion, and it passed 6-0. Kenton Krehbiel moved to approve the agreements and contracts as presented. Jessica Vaughn seconded and the motion passed 6-0.

F. FAIR LEASE (ACTION):

The College requested a five-day lease for September 16-20, 2020, in the amount of \$1,500. If the rodeo is not held, the College will not be obligated to pay for the lease. Kenton Krehbiel moved to accept the lease as presented, and Arlen Leiker seconded the motion. The motion passed 6-0.

G. FIBER SWITCHES R.F.P. (ACTION):

The request for proposals (R.F.P.) is for the switches needed to complete Phase I of the fiber project. There were several vendors with multiple bids. The College recommended purchasing the Ruckus proposal from I.T. Outlet for \$217,784. Audrey Hines moved to accept the Ruckus proposal from I.T. Outlet for \$217,784. Kenton Krehbiel seconded the motion, and it passed 6-0.

H. INTERNAL SCHOLARSHIP POLICY (ACTION):

The administrative team recommended the policy which will restrict the number of institutional scholarships a student can receive to prevent stacking scholarships. This will eliminate circumstances where students receive multiple scholarships that result in a refund to the student from institutional dollars (financial aid is not considered in the policy). Jessica Vaughn moved to approve the policy as presented. Audrey Hines seconded the motion, and it passed 6-0.

I. POLICY REVIEW (ACTION):

Several policies were presented for the board of trustee review. Recommended changes to the Sale of Livestock policy reads, "...the first preference of sale should occur at a public auction or an online auction. In the event an animal is advertised because of special circumstances, a bid process could be offered to potential buyers. Any potential bid shall be approved by the Board of Trustees in open session (excluding the online auction format)." Arlen Leiker moved to approve the recommended changes, and Audrey Hines seconded the motion. It passed 6-0.

J. RAISE POLICY (ACTION):

The administrative team presented the policy to help establish additional perimeters for new employees to receive raises. Traditionally, any employee, regardless of their tenure, has been eligible for raises in the past. The College strives to promote annual raises to its employees. Under the new policy, if the College provides raises, an employee is not eligible for a raise unless they were employed prior to the final fiscal quarter of the year (on or before March 31) of the current fiscal year. An employee hired after that date (April 1), but prior to the next fiscal year, is not eligible for the annual raise and will have to wait until the next fiscal year to be eligible. The policy pertains to staff, not professional employees. Kenton Krehbiel moved to approve this policy as presented to the board. It was seconded by Jessica Vaughn and passed 6-0.

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K. RODEO RFP (ACTION):

The administrative team recommended that the College use the Medicine River Rodeo Company to operate the College rodeo in September. They were the only vendor that submitted a bid that fulfills the terms of the R.F.P. (request for proposal). If the College is unable to host the rodeo, there are no termination fees or penalties. Jessica Vaughn moved to approve Medicine River Rodeo Company, and Kenton Krehbiel seconded the motion. It passed 6-0.

L. STRATEGIC PLANNING OVERVIEW (DISCUSSION):

This is the annual report that is provided to the board of trustees that documents the progress of our current strategic plan. This is a discussion item so no action is necessary.

M. RESIGNATIONS (ACTION):

Resignations were presented to the board from Jim Rorabaugh, director of residential life, and for Scott Williams, security director. Audrey Hines moved to accept the resignations as presented. Arlen Leiker seconded the motion, and it passed 6-0.

N. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

Dr. Carter requested a 12-minute executive session with the board of trustees, and with Brad Bennett, at 6:17 p.m. Arlen Leiker moved to approve the executive session, and Jessica Vaughn seconded the motion. It passed 6-0.

a) The board was back in session at 6:30 with no action taken.

V. FOUNDATION UPDATE:

The Picnic on the Prairie will be held at Frahm Farms on August 22. The foundation is close to going live with social media.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared the College is waiting to hear from the Department of Education regarding the Student Support Services (TRIO) grant. Admissions is still reviewing options for promoting Colby Community College.
2. Brad Bennett will be meeting with the principal from Colby High School. Some College faculty teach at the high school and the College, and high schools are working on logistics for the classes.
3. Carolyn Kasdorf shared the finance committee meeting was held via Zoom and it went very well. The June 30, 2020, balance sheet will fluctuate for year-end adjustments; accrued payroll will not change; capital assets will be completed by August 15 as well as the list of encumbrances. Accounts Receivables remains steady.
4. Doug Johnson shared that the Burlington billboard should be updated and that the new text messaging system is open to the public.
5. Mike Saddler discussed the new, "new" adjustments being made with athletics. There are lots of uncertainty, including how make-up games will be scheduled.
6. President Carter expressed his appreciation for Carolyn Armstrong's dedication to the College. There will be a memorial event in her honor at the Pioneer library on Sunday, August 2, from 2-4 p.m.

VI. REPORTS AND COMMENTS:

The Board of Trustees thanked everyone for their hard work and dedication, especially regarding the Faculty Alliance negotiations. The board members stated that it was good news to hear that the negotiations went well and were positive in nature. Positive comments were shared that the College was working in the right direction by reducing the budget and the mill

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levy. Board members know the athletic department would have unique challenges for this coming year and wished them the best.

VII. ADJOURNMENT:

Arlen Leiker moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:35 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary