



Challenge. Create. Connect.

August 17, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 17, 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 July 20, 2020 and Minutes of Special Board Meeting, August 6, 2020
- B. Agreements and Contracts
- C. Resolution #2 (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. Modified Fair Grounds Lease (Action)
 - b. Modified Rodeo Stock Contract (Action)
- B. Colby KDOC Higher Education-MOU (Action)
- C. Family Center for Health Care-MOU (Action)
- D. Micro-Purchase Policy-Temporary Suspension (Action)
- E. Policy Review (*Competing Business Interest, Crowd Control at College Sponsored Events, Interrogations and Investigations, Suspension of Employee, Telephone Usage and Long Distance*-Action)
- F. Potential Land Purchase (Discussion)
- G. Strategic Plan-Operational Report (Discussion)
- H. Resignation (Action)
- I. Disposition of Surplus
- J. Executive Session for Non-elected Personnel
 - a. Action if Necessary

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, August 17, at 5:00 p.m.

MEMBERS PRESENT:

Quintin Flanagin, Kenton Krehbiel, Audrey Hines, Arlen Leiker, Jessica Vaughn, Patrick Toth, and Dr. Seth Carter.

MEMBERS ABSENT:

None.

OTHERS PRESENT:

Marion Ballard, Colby Free Press. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

Resolution #2 needed to be revised to Resolution #1 because this is the first resolution for the new fiscal year. Audrey Hines moved to accept the consent agenda with the corrected resolution number. Jessica Vaughn seconded the motion and it passed 6-0.

IV. BUSINESS

A. OLD BUSINESS:

a. Modified Fair Grounds Lease (Action):

The lease was amended to reflect the rodeo date changes. There are no other changes. Jessica Vaughn moved to approve the modified lease, and Kenton Krehbeil seconded the motion. The motion passed 6-0.

b. Modified Rodeo Stock Contract (Action):

The lease modifies the dates for the rodeo stock. There are no other changes. A motion was made by Patrick Toth to approve the modified lease. Arlen Leiker seconded the motion, and it passed 6-0.

B. COLBY KDOC HIGHER EDUCATION-MOU (ACTION):

The agreement between the College and the Kansas Department of Corrections (KDOC) details the responsibilities of each party. The agreement is mandatory as part of the Second Chance Pell. Arlen Leiker made a motion to accept the Memorandum of Understanding (MOU) with the KDOC, and Audrey Hines seconded the motion. It passed 6-0.

C. FAMILY CENTER FOR HEALTH CARE-MOU (ACTION):

The agreement between the College and the Family Center for Health Care provides telehealth services to College students with a physician assistant. The service will help expand the student health services that were provided in the past and will allow for increased confidentiality with students needing care. Students will have access at no charge for telehealth meetings and pay a \$12 fee if a face-to-face visit is required. The arrangement is better for students and also more cost-effective. The MOU will have the College pay \$1,500 per month for a ten-month contract. Jessica Vaughn made a motion to approve the MOU as presented, and Kenton Kreihbel seconded the motion. It passed 6-0.

D. MICRO-PURCHASE POLICY- TEMPORARY SUSPENSION (ACTION):

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Due to COVID-19, some purchasing procedures need to be altered. Because of the limited supplies/technologies and limited availability of some products, a request was made to temporarily suspend the Micro-Purchase policy as it relates to acquiring items for COVID-19 safety. Doing so allows the administration to purchase COVID-19 materials that may have limited availability or be needed immediately. All other purchases will continue to adhere to the Micro-Purchase policy. The temporary suspension will continue until June 30, 2021, when it will be reviewed again. Patrick Toth made a motion to accept the modification to the Micro-Purchase policy, and Arlen Leiker seconded the motion. It passed 6-0.

E. POLICY REVIEW (ACTION):

The following policies were provided to the board of trustees for review: Competing Business Interest, Crowd Control at College-Sponsored Events, Interrogations and Investigations, Suspension of Employee, Telephone Usage and Long Distance. Two revisions were presented: Competing Business Interests was revised to state that the College shall not compete with local “business owners” (replacing the term “businessmen”). This is done in an effort to ensure local businesses are supported by the College functions while providing some operational flexibility for the institution. A motion was made by Arlen Leiker to approve the revision to the Competing Business Policy. Kenton Kreihbel seconded the motion, and it passed 6-0. Telephone Usage and Long Distance was revised from “all other long-distance calls must be paid for by the employee” to “all other long-distance calls are not permitted by the College.” A motion was made by Kenton Kreihbel to accept the revised policy as presented and Jessica Vaughn seconded the motion. It passed 6-0.

F. POTENTIAL LAND PURCHASE (DISCUSSION):

The College has been contacted about purchasing the land that it sold in 2013. The land is on the south side of the walking path and is approximately 20 acres. The owner would like to sell the ground for the original price. Dr. Carter will investigate the potential purchase and report to the board of trustees.

STRATEGIC PLAN-OPERATIONAL REPORT (DISCUSSION):

The document is a summation of the Strategic Plan, in illustrative graphics to more easily share with constituents, that highlights the College’s successes over the past year.

G. RESIGNATION (ACTION):

A resignation was received from Clair Wegele, the TRIO administrative assistant. Jessica Vaughn moved to accept the resignation as presented and Audrey Hines seconded the motion. It passed 6-0.

H. DISPOSITION OF SURPLUS (ACTION):

The administrative team requested to dispose of 24 laboratory chairs, which are broken and original to the College. Audrey Hines moved to accept the disposition of surplus, and Arlen Leiker seconded the motion. It passed 6-0.

I. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

At 6:08, the board of trustees requested a 15-minute executive session with Brad Bennett and/or Dr. Carter to be called in if necessary. Kenton Kreihbel moved to enter the executive session, and Arlen Leiker seconded the motion. It passed 6-0. At 6:23, the board of trustees requested an additional 15 minutes. Audrey Hines moved to approve the executive session, and Jessica Vaughn seconded. It passed 6-0. At 6:38, the board of trustees requested an additional 15 minutes with Dr. Carter.

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Audrey Hines moved to approve the executive session, and Jessica Vaughn seconded the motion. It passed 6-0. At 6:53, the board of trustees requested an additional 5 minutes with Brad Bennett. Audrey Hines moved to approve the executive session, and Jessica Vaughn seconded the motion. It passed 6-0. At 6:58, the board of trustees requested an additional 10 minutes. Audrey Hines moved to approve the executive session, and Jessica Vaughn seconded the motion. It passed 6-0.

a) The board was back in session at 7:08 p.m. with no action taken.

V. FOUNDATION UPDATE:

The Picnic on the Prairie was scheduled to be held at Frahm Farms on August 22, 2020. The RSVPs were coming in, and attendance was expected to be around 200-220 people. The Endowment was accepting a free-will donation to establish an emergency fund for students.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared that more than 200 students moved into the dorms the previous weekend, and everything went well. Welcome Week activities were planned to help welcome students to the College. The block party was scheduled for August 19.
2. Brad Bennett talked about how administration was creative trying to rearrange classrooms to meet social distancing guidelines. The faculty/staff in-service had gone well. The college bus went to the Denver International Airport (DIA) on August 14 to pick up students. Carolyn Kasdorf was the College representative who rode the bus to help with getting students back to the College.
3. Carolyn Kasdorf discussed that information collected for the audit was about two weeks ahead of the requested schedule. FY21 budgets had been uploaded, and July cash was not reconciled due to working on audit requirements.
4. Doug Johnson talked about the 9News campaign. Angel Morrison and Krista Carter represented the College and did an excellent job.
5. Mike Saddler is working with other community colleges to schedule athletic events. There has been frustration getting athletic events finalized only to discover that umpires and referees could not accommodate some of the revised dates.
6. President Carter expressed his gratitude to everyone for making the first week of classes a success. Enrollment and credit hours were up, so the numbers looked favorable. President Carter was concerned about student compliance with masks and social distancing but estimated that 98% of students were complying. He said it was a huge relief for the College.

VI. REPORTS AND COMMENTS:

The board of trustees extended a welcome to all of the new staff and faculty. The board of trustees would like to have the new staff, coaches, and faculty attend a future board meeting to meet them and personally welcome them to the College. The board expressed its gratitude to all in dealing with COVID-19.

ADJOURNMENT:

Arlen Leiker moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 7:10 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

August 24, 2020

I. CALL TO ORDER:

The special 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 Thursday, August 24, 2020, at 7:30 a.m.

MEMBERS PRESENT:

Quintin Flanagin, Kenton Krehbiel, , Jessica Vaughn, Patrick Toth and Dr. Seth Carter. Audrey Hines participated via zoom.

MEMBERS ABSENT:

Arlen Leiker

OTHERS PRESENT:

Chriss Ellison recorded the minutes.

CALL MEETING TO ORDER:

Board Chairman Quintin Flanagin called the meeting of the Colby Community College Board of Trustees to order at 7:30 a.m.

II. REVIEW AND APPROVE NOTICE OF SPECIAL MEETING:

Kenton Krehbeil made a motion to approve the Review and Approve the Notice of Special Meeting. Jessica Vaughn seconded the motion and the motion passed 5-0.

III. BUSINESS

A. APPROVAL OF ATHLETIC INSURANCE (ACTION):

The Colby Community College administrative team recommended that the College continue with the secondary insurance plan with a \$1,000 deductable, 2-year benefit period, and \$25,000 maximum through Great American Insurance Company for an annual premium of \$108,018. The College will continue to use AG to pay the claims from the first dollar out of a self-funded account for \$1,500 annually. It is further recommended that the College switch carriers for the catastrophic plan from Mutual of Omaha to Liberty Mutal Insurance Company. The plan would maintain a \$25,000 deductable, lifetime benefit period, and \$5,000,000 maximum. Jessica Vaughn moved to accept the insurance recommendation as presented. Kenton Kreibel seconded the motion and it passed 5-0.

IV. ADJOURNMENT:

Kenton Krehbiel moved to adjourn and was seconded by Patrick Toth. The motion passed 5-0. The meeting ended at 7:39 a.m.

Signed: _____ Chairperson

Signed: _____ Secretary