



*Challenge. Create. Connect.*

September 21, 2020

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 21, 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 August 17, 20 & Minutes of Special Board Meeting August 24, 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
- B. Athletics Website Renewal (Action)
- C. COVID-19 Student Adherence Policy (Action)
- D. Farm Drainage Improvements RFP (Action)
- E. Fiber RFP (Action)
- F. International Student Handbook (Discussion)
- G. Late Fall Tuition Rate (Action)
- H. Master Facilities Plan (Discussion)
- I. Northcentral Technical College MOU (Action)
- J. Policy Review (Action)
  - a. *Crime Awareness and Campus Security Act of 1990; Disposition of Surplus Property Policy; Drug-Free Workplace Policy and Drug-Free Awareness Program; Sales and Advertising on Campus; and Travel Policy*
- K. Red Cross-Facility Usage Agreement (Action)
- L. Water Fountain RFP (Action)
- M. Resignations (Action)

**Reports and Comments**

- A. Comments from Trustees
- B. Other Items

**VII. 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, September 21, at 5:00 p.m.

### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

None.

### OTHERS PRESENT:

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

## II. INTRODUCTIONS:

None

## III. APPROVAL OF THE CONSENT AGENDA:

Audrey Hines made a motion to approve the consent agenda. Kenton Krehbiel seconded the motion, and it passed 5-0.

## IV. BUSINESS

### A. OLD BUSINESS:

No old business for discussion.

### B. ATHLETICS WEBSITE RENEWAL(ACTION):

The College administration recommended the selection of PrestoSports' five-year proposal for the athletic website at a cost of \$14,270. The contract will run through the 2025 school year. It was the least expensive option and integrates the best within the conference platform. Jessica Vaughn made a motion to accept this bid as presented and Arlen Leiker seconded the motion. It passed 6-0.

### C. COVID-19 STUDENT ADHERENCE POLICY (ACTION):

This policy was requested so the College would have the authority to remove a student who did not adhere to safety protocols. Kenton Krehbiel made a motion to accept the policy as presented, and Arlen Leiker seconded the motion. It passed 6-0.

### D. FARM DRAINAGE IMPROVEMENTS RFP (ACTION):

The Request for Proposal (RFP) was a collaboration with EBH, a civil engineering company, to fix erosion issues at the College farm. Eberle Construction was the low bidder at \$62,279.19. Kenton Krehbiel made a motion to accept the bid from Eberle Construction, as presented. Jessica Vaughn seconded the motion and it passed 6-0.

### E. FIBER RFP(ACTION):

Bids from two vendors were presented and discussed. S & T Communications, Brewster, Kansas, had the highest bid, and TwoTrees Technologies, LLC, of Wichita, Kansas, presented the lowest bid. Because of unfamiliarity with TwoTrees Technologies, a vote to table the selection of a vendor was requested before preceding to vote on the RFP. A "yes" vote meant the item would be tabled until further information and references could be presented on behalf of TwoTrees; a "no" vote meant further action, and the item would not be tabled. A roll call was taken, and "no" votes were recorded from Patrick Toth, Arlen Leiker, Quintin Flanagin, and Audrey Hines. "Yes" votes were recorded from Kenton Krehbiel and Jessica Vaughn.

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The request to table the discussion was defeated 4-2. Quintin Flanagin moved to approve TwoTrees Technologies, LLC, with references to be provided. Audrey Hines seconded the motion. The approval of TwoTrees was passed 4-2 with Kenton Krehbiel and Jessica Vaughn voting no.

**F. INTERNATIONAL STUDENT HANDBOOK (DISCUSSION):**

The handbook was written for international students regarding the different expectations from them compared to a United States student.

**G. LATE FALL TUITION RATE (ACTION):**

The College will charge \$138.50 per credit hour during the late fall enrollment period. This rate aligns with the College's current Kansas resident online rate. Arlen Leiker made a motion to approve the rate as presented. Audrey Hines seconded the motion, and it passed 6-0.

**H. MASTER FACILITIES PLAN (DISCUSSION):**

The College created the plan to ensure CCC has an established replacement cycle for all areas of operation.

**I. NORTHCENTRAL TECHNICAL COLLEGE (NTC) MOU (ACTION):**

The board reviewed the annual agreement between Colby Community College and NTC for the dental hygiene program. Arlen Leiker moved to accept the MOU as presented. Audrey Hines seconded the motion, and it passed 6-0.

**J. POLICY REVIEW (ACTION):**

The board of trustees reviewed the following policies: Crime Awareness & Campus Security Act of 1990, Disposition of Surplus Property, Drug-Free Workplace Policy & Drug-Free Awareness Program, Sales and Advertising on Campus, and the Travel Policy. Revisions were recommended in the various policies. Audrey Hines moved to accept the revised policies, and Arlen Leiker seconded the motion. It passed 6-0.

**K. RED CROSS – FACILITY USAGE AGREEMENT (ACTION):**

The document renews the Usage Agreement between the College and the Red Cross to utilize College facilities in an emergency. Kenton Krehbiel moved to approve the agreement as presented. Jessica Vaughn seconded the motion and it passed 6-0.

**L. WATER FOUNTAINS RFP (ACTION):**

The RFP was for the replacement of all of the water fountains on the College campus. It was recommended to accept the lowest bid from NY Direct for \$27,075. Audrey Hines moved to accept this proposal as presented. Arlen Leiker seconded the motion, and it passed 6-0.

**M. RESIGNATIONS (ACTION):**

The board reviewed resignations from Ms. Eryn Stockman, Enrollment Management Specialist in the advising center, and Executive Vice-President Brad Bennett. Mr. Bennett's resignation was accepted with regrets. Audrey Hines moved to accept the two resignations and was seconded by Arlen Leiker. The motion passed 6-0.

**V. FOUNDATION UPDATE:**

Junelle Hills established the Doug and Junelle Hills scholarship fund for international students participating in sports, with emphasis on basketball and volleyball. The Picnic on the Prairie event raised \$5,500 for the Emergency Student Fund.

**REPORTS FROM ADMINISTRATORS:**

1. Nikol Nolan shared that a time management class had been taught to approximately 80 students. To highlight Constitution Day, students were being encouraged to visit the TurboVote website to learn more about the voting process

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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2. Brad Bennett shared that the Higher Learning Commission (HLC) approved the College to offer courses at the Norton Correctional Facility. Because this was his last board meeting, he thanked board members for their support of the College and the employees.
3. Carolyn Kasdorf discussed the FY20 financial audit. The audit was to wrap up soon, and at the time, there were no issues with the general finance portion. The audit was taking much longer this year. The auditors did not come to campus, and all requested documentation had to be scanned and sent to them. The audit report is still on schedule for an in-person presentation on December 21, 2020. Carolyn asked which board members would like to participate on the next quarter's finance committee, and Audrey Hines and Jessica Vaughn volunteered.
4. Doug Johnson provided some last-minute information on the Non-Traditional Gender Grant from the Kansas Board of Regents (KBOR). The grant was scheduled to wrap up on September 15, 2020, in accordance with the grant's guidelines.
5. Mike Saddler shared that a spring schedule had been finalized but would not be released until the non-conference games were finalized.
6. President Carter expressed his gratitude to Executive Vice-President Bennett for his service with the College and was excited for him as he moved into his new role at Seward County Community College.

## VI. **REPORTS AND COMMENTS:**

The board of trustees extended a heart-filled thank you to Vice- President Bennett on his service to the College and to the community as a whole. His commitment to transparency was greatly appreciated.

## **ADJOURNMENT:**

Jessica Vaughn moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:31 p.m.

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Secretary