



Challenge. Create. Connect.

October 19, 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=aUFTRXh6Uk5BbS9ZY0NoQ3RIMEFqUT09>
Password: 10212015CC 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 September 21, 2020
- B. Resolution #3 (as presented in the finance packet)

IV. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Seth Carter, 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. Potential Land Purchase
- B. Insurance Renewal-IMA Presentation (Action)
- C. Academic Calendar 2021-2022, 2022-2023 (Action)
- D. Corn Stalk Lease (Action)
- E. Disposition of Surplus (Action)
- F. Indirect Rate Policy (Action)
- G. Phase II-Switches RFP (Action)
- H. Policy Review (*Child Abuse; Credit Card Usage; Racial Harrassment; Rental of Facility; Sexual Harrassment*)- (Action)
- I. Small Balance Write-Off Policy
- J. Spring 2021 Semester Revision (Action)
- K. 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, October 19, at 5:00 p.m.

MEMBERS PRESENT:

Quintin Flanagin, Audrey Hines, Arlen Leiker, Patrick Toth, Kenton Krehbiel and Dr. Seth Carter. (Patrick Toth was late to the meeting).

MEMBERS ABSENT:

Jessica Vaughn

OTHERS PRESENT:

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

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

Arlen Leiker moved to accept the consent agenda as presented. Audrey Hines seconded the motion and it passed 4-0.

IV. BUSINESS

A. OLD BUSINESS:

a. Potential Land Purchase (Discussion):

The owner of the tract of land south of the college is asking \$496,000 for 13 acres. The board of trustees felt this was too high of a purchase price. The board of trustees gave President Carter the authority to offer \$225,000 for the property and then report back to the board of trustees.

B. INSURANCE RENEWAL – IMA PRESENTATION (ACTION):

A presentation was given by IMA that reviewed the steps taken by the College to move from fully insured to self-insured. After the presentation, the administration made a recommendation to fund the insurance renewal at 112.5%, which should cover the cost of premiums, as the college is running at 110.3% of expected claims. If the College exceeds the cumulative amount as an institution, the College will cover the additional \$71,603, not the employees. A motion was made by Arlen Leiker to accept the recommendation as presented. Audrey Hines seconded the motion and it passed 5-0.

C. ACADEMIC CALENDAR 2021-2022, 2022-2023 (ACTION):

The College administration requested the approval of the academic calendars for 2021-2022 and 2022-2023. Both of the calendars reflect a traditional academic term. If something needs to be modified in the future, it will be negotiated with the faculty. A motion was made by Audrey Hines to approve the academic calendars as presented and was seconded by Arlen Leiker. The motion passed 5-0.

D. CORN STALK LEASE (ACTION):

This is an annual lease that CCC has for corn stalks with Dustin Quenzer. Jori Steele, Beef Program Director, shared a summary of the lease details with a comparative analysis of the cost of feeding cows at the College farm. A motion was made to accept the lease as presented by Audrey Hines and seconded by Arlen Leiker. The motion was approved 5-0.

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E. DISPOSITION OF SURPLUS (ACTION):

The administration presented a list of items for disposal with no monetary value to the college. Also, on the list was a request to sell two HP monitors and one HP Port Replicator to Mr. Brad Bennett. This was equipment that he used in his home during the pandemic. He paid the full retail value of these items. A motion was made by Arlen Leiker to approve the disposition list of surplus. Audrey Hines seconded the motion and it passed 5-0.

F. INDIRECT RATE POLICY (ACTION ITEM):

An indirect policy rate was presented to the board of trustees so the College can charge a consistent overhead rate for grant administration. This expense is charged to grants and credited to the College. The proposed 8% rate is consistent with the maximum allowable rate for federal grant administration. Audrey Hines made a motion to accept the recommendation as presented. It was seconded by Arlen Leiker and passed 5-0.

G. PHASE II – SWITCHES RFP (ACTION):

The administration presented a Request for Proposal (RFP) for new network equipment for phase II of the fiber installation. Portions of this project will be paid from Corona Relief Funds, institutional funds, and other grant funds. This will complete the fiber installation on campus. The Information Technology (I.T.) department recommended the proposal from IT Outlet for \$163,432.07. Arlen Leiker moved to approve the recommendation as presented. Audrey Hines seconded the motion and it passed 5-0.

H. POLICY REVIEW (ACTION):

The board of trustees reviewed and recommended revisions on the following policies: Child Abuse Policy, Credit Card Policy, Rental Facilities, Racial Harassment, and Sexual Harassment. The racial and sexual harassment policies were consolidated into an overarching harassment policy that incorporates multiple forms of harassment and now makes the College compliant with current notices of non-discrimination. A motion was made by Audrey Hines to accept the listed policies along with revisions. Quintin Flanagin seconded the motion and it passed 5-0.

I. SMALL BALANCE WRITE-OFF POLICY:

The College administration believes that all students have a responsibility to pay their student account bill in full each semester. In some instances, a small balance write-off may be necessary. When a balance of less than one dollar (\$1) is created due to an adjustment of institutional funds or scholarships, the balance may be written off immediately. When a balance of less than \$5 has been on a student's account for six months or longer, the balance may be written off. This write-off will ensure that students can graduate or enroll in the following semester. Audrey Hines moved to accept the policy as presented and was seconded by Arlen Leiker. This was approved 5-0.

J. SPRING 2021 SEMESTER REVISION (ACTION):

The administration team presented amended spring 2021 contract language that will eliminate spring break. This has been negotiated with the faculty. These changes will require some faculty members to have flexibility during the week of March 15-19, 2021. Each situation is to be treated appropriately and with respect. These changes are due to COVID-19 concerns. The board expressed a deep level of gratitude to the faculty and staff for their efforts to serve the students and do what is best for the

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collective good. Arlen Leiker moved to approve the recommendation as presented and Audrey Hines seconded the motion. It passed 5-0.

K. RESIGNATIONS:

Resignations were presented from Mr. Mike McGinnis, night time custodian, and Ms. Christina Rosendahl, administrative assistant health and sciences. Audrey Hines moved to accept the resignations as presented. Arlen Leiker seconded the motion and it passed 5-0.

V. FOUNDATION UPDATE:

The foundation received the mail-out for the endowment campaign. Next Wednesday is the annual meeting and dinner will be served.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared that the Registrar's office is working towards having transcripts in Power Campus. This will benefit our students. The housing staff has been working hard accommodating housing requirements according to COVID-19 needs.
2. Dr. Carter presented information regarding academic affairs. Interviews for the Vice-President position are being scheduled.
3. Carolyn Kasdorf is currently writing the MD&A report for the audit. All accounts are reconciled except for the cash account, which will be finalized very soon.
4. Doug Johnson highlighted that the billboard in Burlington on I70 would be updated by the end of the semester. A former College student with the stage name Paige Turner will be on the T.V. show The Voice, Oct. 19, at 7:00 p.m.
5. Mike Saddler is working with athletic schedules for spring. The athletic department is reviewing electronic ticketing options that provide automatic adjustments for seating options to comply with COVID-19 restrictions.
6. President Carter expressed his gratitude to everyone for their work on the Higher Learning Commission report. Dr. Carter said he was very optimistic about the report. The College is moving forward with the ADA compliant building entrance doors.

VI. REPORTS AND COMMENTS:

The board of trustees expressed many thanks to the staff and faculty of the College. Everyone is doing a great job with the COVID-19 situation.

ADJOURNMENT:

Arlen Leiker moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:11 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary