



November 16, 2020

Dear Members

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, Nov. 16, 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=aEpYMFc0ZDMxczkrdlVCC1N3bjEvQT09>
Password: 102015CSC 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 October 19, 2020
 - B. Resolution #4 (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. Reserve Policy
 - B. Administrative Drop Policy (Action)
 - C. Bedker and CAC Flooring Replacement (Action)
 - D. Northwest Kansas Education Service Center MOA (Action)
 - E. Policy Review (*Financial Responsibility Agreement, Non-Discrimination Statement, Stop Payment, Student Complaint Guidelines, and Uncollectable Debt Write-Off*)- (Action)
 - F. Prowers Clinical Agreement (Action)
 - G. Western Plains Medical Clinical Agreement (Action)
 - H. Resignations (Action)
 - I. Executive Session (Non-elected Personnel)
- VII. Reports and Comments
 - A. Comments from Trustees
 - B. Other Items
- VIII. Adjournment

Respectfully,

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, November 16, 2020, at 5:00 p.m.

A motion to amend the agenda was requested by Arlen Leiker to honor the late board of trustee member, Kenton Krehbiel, with one second of silence for each of the 31 years of service to the College. Audrey Hines moved to approve amending the agenda, and Patrick Toth seconded the motion. This passed unanimously. All attendees then honored Kenton Krehleil with 31 seconds of silence.

MEMBERS PRESENT:

Audrey Hines, Arlen Leiker, Patrick Toth, Jessica Vaughn and Dr. Seth Carter.

MEMBERS ABSENT:

Quintin Flanagan

OTHERS PRESENT:

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

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

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

BUSINESS

A. OLD BUSINESS:

a. Reserve Policy (Discussion): The reserve policy reflects how the College operates with the reserve fund. The policy identifies the scope, minimum fund requirements, uses, expenditures, and the subsequent reporting of such funds.

Audrey Hines made a motion to accept the reserve policy as presented and Jessica Vaughn seconded the motion. It passed 4-0.

B. ADMINISTRATIVE DROP POLICY (ACTION):

A formal policy was presented by the administration regarding an administrative withdrawal of a student. Students who have not participated in an on-campus course or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course(s). For online courses, attendance is defined as completing at least one gradable assignment within the first seven calendar days. Audrey Hines moved to accept the policy as presented and Jessica Vaughn seconded the motion. It passed 4-0.

C. BEDKER AND CAC FLOORING REPLACEMENT (ACTION):

The College administration requested the replacement of flooring in specific areas in Bedker Hall and the Cultural Arts Center (CAC), totaling \$32,790.10 to be paid from the capital outlay budget. Jessica Vaughn moved to accept flooring bids from Design Elements & Company(\$4,188), Northwest Decorating Center (\$13,594.10), and Office Works (\$15,008) in Bedker Hall and the CAC as presented. Audrey Hines seconded the motion, which passes 4-0.

D. NORTHWEST KANSAS EDUCATION SERVICE CENTER MOA (ACTION):

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The Memorandum of Agreement (MOA) between the Northwest Kansas Education Service Center (NKESC) and the College provides a trauma stand-alone parent program (SAPP) for NKESC. Patrick Toth moved to accept the MOA as presented and Jessica Vaughn seconded the motion. It passed 4-0.

E. POLICY REVIEW (ACTION):

The following policies were presented for review: Financial Responsibility Agreement, Non-Discrimination Statement, Stop Payment, Student Complaint Guidelines, and Uncollectable Debt Write-Off. The Student Complaint Guidelines policy was updated for typographical errors. The Uncollectable Debt Write-Off policy was modified with specific language for extenuating circumstances when accounts are sent to collections. Patrick Toth moved to accept the policies and any revisions as presented. Audrey Hines seconded the motion and it passed 4-0.

F. PROWERS CLINICAL AGREEMENT (ACTION ITEM):

The agreement for the Physical Therapist Assistant program was revised due to COVID-19 protocols. There were no other substantive changes. Audrey Hines moved to accept the agreement as presented and Jessica Vaughn seconded the motion. It passed 4-0.

G. WESTERN PLAINS MEDICAL CLINICAL AGREEMENT (ACTION):

The administration presented an updated version of the clinical agreement with the Physical Therapist Assistant program. The agreement was revised due to COVID-19 protocols. There were no other substantive changes. Jessica Vaughn moved to accept the agreement as presented and Patrick Toth seconded the motion. It passed 4-0.

H. RESIGNATIONS (ACTION):

A resignation from Vice-President Carolyn Kasdorf was presented to the board. Ms. Kasdorf is leaving to accept a position with Indiana University South Bend. During her tenure with the College, she has been instrumental in implementing positive changes, including handling the financial reserves. Audrey Hines moved to accept the resignation with regrets. Patrick Toth seconded the motion, also with regrets. The motion passed 4-0.

I. EXECUTIVE SESSION (NON-ELECTED PERSONNEL):

Audrey Hines made a motion to move into executive session for 15 minutes. This was seconded by Jessica Vaughn and approved 4-0. The board of trustees, as well as President Carter, went into executive session at 5:37 p.m. At 5:52 p.m, the board of trustees resumed into open session. No action was taken.

IV. FOUNDATION UPDATE:

The foundation director, Jennifer Schoenfeld, reported that the annual giving was at \$9,500. The foundation had also received a \$10,000 promise to be included in a donor's estate. At the donor's request, this gift will be given to the equestrian team.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared that the admissions office was using technology for recruiting purposes and was experiencing successful results. One example was the Senior Day video, which had targeted marketing and resulted in a higher number of responses than the face-to-face event. She extended an invitation for anyone to help with the Nov. 22 late-night pancake feed for students before finals week.
2. Dr. Carter presented information regarding academic affairs. The College hired Dr. Tiffany Evans as the new Vice-President of Academic Affairs. Her first day on campus will be January 4, 2021.

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3. Carolyn Kasdorf said the Finance committee met on November 12, 2020, both in-person and on Zoom. It was an excellent meeting with good discussion. Cash will be reconciled by the end of the week, the credit card migration from Adams Bank Mastercard to Elan Visa has started, and Concur is scheduled to end December 31, 2020. Finance reports are back in the finance packet for board members' review. The general ledger and accounts payable were reconciled, and there will be 10 certificates of deposit that will mature in December 2020.
4. Doug Johnson stated that the College radio station would start notifying the public on changes with events due to COVID-19. It is important that the public know that events are still happening and being planned; there just may be some changes that need to be shared.
5. Mike Saddler discussed the many positive activities happening in the Athletic department and how well some of the teams are doing, especially working with COVID-19 restrictions.
6. President Carter expressed his gratitude and appreciation for all that Kenton Krehbiel did for the college. Kenton was instrumental in so many things and will be missed by all.

V. **REPORTS AND COMMENTS:**

The board of trustees expressed many thanks to Ms. Kasdorf for all she has done for the College, and she will be missed. Kenton was again fondly remembered by all. The board thanked everyone for their hard work and dedication to the college.

ADJOURNMENT:

Audrey Hines moved to adjourn and was seconded by Jessica Vaughn. The motion passed unanimously. The meeting ended at 5:57 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary