



December 21, 2020

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, Dec. 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=dVFkdjRGRWlYQjRwNOVBellvMk9Sdz09>

Password: 101520CSC 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 November 16, 2020
- B. Resolution #5 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Facility Usage Policy (Action)
- B. Appointment of Board Vacancy (Action)
- C. Audit Presentation (Action)
- D. Billboard Renewal-Finney Cty MM73 (Action)
- E. BlueFrame Contract (Action)
- F. Collections Report (Action)
- G. Election of Officers (Discussion)
- H. Formal Policy Adoption (Action)
- I. Formal Policy Review Process (Action)
- J. HomeTown Agreement (Action)
- K. KOMA/KORA (Discussion)
- L. Policy Review (*Employment; Ethics/Integrity; Open Records Request; Returned Checks; Vehicle Fleet*)- (Action)
- M. Student Success Defined (Action)
- N. Trauma Informed-Certificate of Completion (Action)
- O. Workforce Innovation and Opportunity Act (WIOA)-Workforce-MOU-(Action)
- P. Executive Session (Action if Necessary)

V. Foundation Update

VI. 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

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, December 21, 2020, at 5:00 p.m.

A motion to amend the agenda was made by Audrey Hines to discuss a financial bonus for Dr. Carter. Quintin Flanagin seconded the motion and it passed unanimously. Item “Q” was added to the agenda.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

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

II. INTRODUCTIONS:

Donna Henry and Cory Swartz were introduced as candidates for the board of trustee position previously held by Kenton Krehbiel.

III. APPROVAL OF THE CONSENT AGENDA:

Audrey Hines moved to accept the consent agenda as revised. Jessica Vaughn seconded the motion and it passed unanimously.

BUSINESS

A. OLD BUSINESS:

Facility Usage Overview (Action): Dr. Carter presented the policy that establishes rates/perimeters for utilizing CCC facilities. The lack of rates was discussed at the October 2020 Board of Trustees meeting. Colby Community College strives to provide access to campus. As part of this initiative, the College serves as a community partner and does not charge for facility usage that does not generate individual business revenue. Not-for-profit Thomas County residents are allowed to utilize the facilities at no cost. The use of facilities for private promotion or to promote drives may be denied. Requests from political groups must receive board approval. Groups are responsible for payment for damage. Depending on the circumstance, number of people, or event, some groups will be required to show proof of insurance for injuries or damages that may occur. The use of alcohol on campus is not permitted by any entity without prior board approval. The policy identifies room reservation rental rates, individuals to be contacted for room reservations, criteria for use and the cancellation requirements. Audrey Hines made a motion to approve the policy as presented and Jessica Vaughn seconded the motion. It passed unanimously.

B. APPOINTMENT OF BOARD VACANCY (ACTION):

Colby Community College is required to fulfill the vacant term left by board member Kenton Krehbiel’s passing. Two individuals, Mrs. Donna Henry and Mr. Cory Swartz, submitted letters of interest and resumes. Each prospective board member was afforded a few minutes to discuss their interest in joining the College

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 21, 2020

board and then the board had the opportunity to ask questions. Due to the process not occurring entirely in a face-to-face capacity, the board voted via Google Forms. The board selected Mrs. Henry in a vote of 4 to 1 to fulfill board member Krehbiel's remaining term that ends in December 2021. Upon her appointment, board member Henry was sworn in by Thomas County Clerk Shelly Harms and became an eligible voting member.

C. AUDIT PRESENTATION (ACTION):

Adams Brown presented the College's formal audit results in a virtual capacity. The audit report did not reflect any findings and a positive increase in the College's net position. The College received an unmodified opinion, the highest opinion that can be issued. The College's financial aid department did an incredible job rectifying previous audit findings and had no findings in the Title Four Cluster. In addition, the business department did a fantastic job as well. Audrey Hines made a motion to approve the audit as presented and Quintin Flanagin seconded the motion. It was approved unanimously.

D. BILLBOARD RENEWAL FINNEY COUNTY MM73 (ACTION):

The College administration presented the renewal of a current billboard agreement that the College has in Finney County. The agreement is with Commercial Outdoor, Co. L.L.C. of Colby, KS, and the billboard is for the Renewable/Sustainable Energy program. It cost \$600 for the new overlay and \$300 per month for 18 months. The total cost of the billboard renewal is \$6,000 over the next 18 months. A motion was made by Audrey Hines to accept the agreement as presented and Jessica Vaughn seconded the motion. It passed unanimously.

E. BLUEFRAME CONTRACT (ACTION):

Dr. Carter presented a contract for the College's streaming service that the conference utilizes for NJCAA-related events. The annual cost is \$960 over two and half years for a total contract cost of \$2,400. Audrey Hines moved to accept the contract as presented and was seconded by Quintin Flanagin. The motion passed unanimously.

F. COLLECTIONS REPORT (ACTION ITEM):

The College requested to send 57 new accounts to collections for a total of \$105,164.05. In addition, the College requested to write off a \$2,400 small balance (for students under the age of 18). The request for the small balance write-off was tabled. The College completes the collections process two times a year (June and December). The motion was approved unanimously.

G. ELECTION OF OFFICERS (DISCUSSION):

President Carter said the board needs to elect officers in January 2021 and requested a slate of officers for the January meeting.

H. FORMAL POLICY ADOPTION (ACTION):

President Carter presented a policy on formal policy adoption because of the lack of a formalized process. The Higher Learning Commission also stated a policy is needed. The new policy states that policies must be presented and voted on by the Administration Council. Faculty Alliance will be provided all new policies that are academic in nature, and the board of trustees will vote in open session to formally

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 21, 2020

adopt, revise, or reject the proposed policies. Audrey Hines moved to accept the policy as presented and Patrick Toth seconded the motion. It passed unanimously.

I. FORMAL POLICY REVIEW PROCESS (ACTION):

President Carter discussed the lack of a formalized process for policy review and it was mentioned by the Higher Learning Commission. This policy reads that Colby Community College strives to have current and relevant policies. As such, the College reviews every institutional policy at least once every five years. Policies will be reviewed based on the age of the last review or date of policy adoption. All policies will be reviewed in an open session as a regularly scheduled action item. In addition, the trustees will be provided an annual summation of policies reviewed for the year at the December Board of Trustees meeting. The original policy will be included for review and any recommended changes will be detailed/highlighted in a separate document for review and adoption to ensure trustees are afforded the opportunity to see the proposed changes in a consolidated format. Patrick Toth made a motion to accept this policy as presented and Jessica Vaughn seconded the motion. It passed unanimously.

J. HOMETOWN AGREEMENT (ACTION):

The College administration presented information on the HomeTown service that provides digital ticketing for admission to college-related activities (sports, performances, etc.). They are the official partner of the NJCAA and also are working with the Kansas Jayhawk Community College Conference. The perk of this, compared to other vendors, is that there is zero risk to use their services. The College will not pay anything and can use them for as many or few events as necessary. If the College would like out of the agreement, all that is required is a 30-day notice. Generally, other vendors are more geared towards larger operations and have a cost to the institution, unlike Hometown. There are other vendors, but looking at what other similar size institutions are doing, Hometown provided the College the most logical solution. The purpose of the agreement is to reduce the contact transfer that occurs during the sale of tickets. Jessica Vaughn made a motion to accept the agreement as presented and Donna Henry seconded the motion. It was approved unanimously.

K. KOMA/KORA (DISCUSSION):

President Carter explained in detail the Kansas Open Meeting Act (KOMA) and the Kansas Open Records Act (KORA). KOMA defines when a meeting is subject to the KOMA statutes, what determines a “majority”, who is to be present at an executive session, what topics can be discussed in executive session, and interactive discussions regarding privately discussed public matters. KORA defines public record and public agency, the purpose of KORA, and the permission of public agencies to charge fees before providing access to or copies of research.

L. POLICY REVIEW (ACTION):

The board of trustees reviewed the following College policies: Employment, Ethics/Integrity, Open Records Request, Returned Checks, and Vehicle Fleet. The employment policy was updated to reflect changes to the Notice of Non-Discrimination along with language additions for enhanced clarity. The Open Records Request policy was updated to include that the College will not distribute records of concurrently enrolled high school students and those who are minors.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 21, 2020

Audrey Hines moved to approve the policies and subsequent revisions as presented. Arlen Leiker seconded the motion and it passed unanimously.

M. STUDENT SUCCESS DEFINED (ACTION):

President Carter shared with the board of trustees the College's definition of student success. The College provided every employee an opportunity to vote for the institution's definition of *Student Success*. Of the 75 responses received, 44% of the employees voted for the following: *The true measure of student success is how well students are prepared to accomplish their current and future academic, personal, and professional goals through the development of knowledge, a sense of responsibility and self-reliance, and a connection to the college and the wider community.* Audrey Hines moved to approve the definition as presented. Arlen Leiker seconded the motion and it passed unanimously.

N. TRAUMA INFORMED-CERTIFICATE OF COMPLETION (ACTION):

President Carter presented to the board a request to approve the Trauma Informed Certificate of Completion. This will serve as documentation needed for the Kansas Board of Regents and also the Higher Learning Commission. Quintin Flanagin moved to approve the new program as presented. Donna Henry seconded the motion and it passed unanimously.

O. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) WORKFORCE MOU (ACTION):

The WIOA Memorandum of Understanding is the Adult Education department's required annual agreement with the Kansas Workforce. There were no significant changes, only an update of personnel associated with the agreement. Audrey Hines moved to approve the MOU and Arlen Leiker seconded the motion. The motion passed unanimously.

P. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

At 6:50 p.m., the board of trustees requested a 20-minute executive session with Dr. Carter. At 7:11 p.m., the board of trustee requested five more minutes for the executive session. Due to technology problems, at 7:19, the board requested an additional five minutes. The board resumed open session at 7:25. No action was taken. A motion was made by Audrey Hines to stike agenda item "Q" from the agenda. Arlen Leiker seconded the motion and it passed unanimously.

Q. FINANCIAL CONSIDERATION FOR DR. CARTER: No discussion was held.

IV. FOUNDATION UPDATE:

Dr. Carter provided the foundation report as the foundation director was attending her board meeting. The 2020 Annual Giving Campaign had received \$16,210.00 as of December 16, 2020. The foundation is currently receiving memorials for Kenton Krehbiel and Marilyn Donelan.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan thanked the board for their support throughout the semester. A new student health nurse has been hired. The financial aid department is processing the Return of Title IV funds.
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 was schedule for January 4, 2021.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 21, 2020

3. Carolyn Kasdorf thanked the board of trustees for their support over the past five years of her tenure with the College. She reported that the accounts payable reconciles with the general ledger, cash continues to be reconciled, the college is closing the master cards with Adams Bank and Trust and the College decided to roll-over the certificates of deposit with December maturity dates.
4. Doug Johnson shared that the billboard in Burlington, CO., was updated. A news release would be out soon about Dr. Evans as the new Vice-President of Academic Affairs.
5. Mike Saddler discussed the overall G.P.A for the athletes was 3.0 with a 3.17 for fall. Mike thanked all of the coaches for their work in keeping the athletes motivated and successful during these trying times.
6. President Carter expressed his gratitude and appreciation for all that Vice-President Kasdorf has done for the business office and the college as a whole. Her dedication to achieving an unmodified opinion for the audit report was commendable. Justin Villmer has been hired as the new Vice President of Business Affairs and will start February 4, 2021. Dr. Carter wished everyone a safe and wonderful holiday season.

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. The board also wished everyone a happy and wonderful holiday season.

ADJOURNMENT:

Audrey Hines moved to adjourn and was seconded by Jessica Vaughn. The motion passed unanimously. The meeting ended at 7:42 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary