



January 18, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 18, 2021, 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> 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 December 21, 2020
- B. Resolution #6 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Small Balance Write-Off (Action)
- B. Disposition of Surplus (Action)
- C. Election of Officers (Action)
- D. Policy Review (Copyright Infringement, FERPA of 1974, High School Enrollment Program, HIPAA, Interdepartmental Transfer policies) (Action)
- E. Request to Waive Bidding Informalities (Action)
- F. Executive Session
 - a. Action if Necessary

V. Foundation Update

VI. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Tiffany Evans, Academic Affairs
 - 3. Seth Carter, 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, January 18, 2021, at 5:00 p.m. A request was made by Dr. Carter to amend the agenda by adding item “D”, Faculty Alliance-Covid-19 MOU. Arlen Leiker moved to accept the revised agenda and Jessica Vaughn seconded the motion. It passed unanimously.

MEMBERS PRESENT:

Quintin Flanagin, Audrey Hines, Arlen Leiker, Patrick Toth, Jessica Vaughn, Donna Henry, 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:

Audrey Hines moved to accept the consent agenda as presented. Arlen Leiker seconded the motion, and it passed unanimously.

BUSINESS

A. OLD BUSINESS:

Small Balance Write-Off (Action): The small balance write-off agenda item was tabled at the December 2020 board of trustee meeting. A greater explanation of the process was provided in the January board of trustee packet and has been very successful to date. During the fall semester, the College administration requested to write off three uncollectable balances in the amount of \$1,670. Arlen Leiker made a motion to approve the small balance write-off as presented, and Audrey Hines seconded the motion. It passed unanimously.

B. DISPOSITION OF SURPLUS (ACTION):

The administrative team requested to donate 291 library books to the Better World Books (BWB). The College will receive a percentage of the commission for any books sold by BWB. In addition to the disposal of two chairs, a manure spreader and a generator will be sold on the Purplewave auction website. Jessica Vaughn moved to approve the disposition of surplus as presented. Patrick Toth seconded the motion, which passed unanimously.

C. ELECTION OF OFFICERS (ACTION):

Approval of the new officers is as follows: Secretary is Dr. Seth Carter, KACCT Representative is Arlen Leiker, the Endowment Representative is Patrick Toth, Treasurer is Audrey Hines, Vice-Chairperson is Jessica Vaughn, and the board Chairperson is Quintin Flanagin. Persons who serve as Treasurer, Vice-Chair, or Chairperson serve as authorized signers for the College. Arlen Leiker made a motion to approve the officers as presented, and Audrey Hines seconded the motion. It was approved unanimously.

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D. FACULTY ALLIANCE MEMORANDUM OF AGREEMENT (MOU):

The MOU is between the board of trustees and the faculty alliance to allow for flexibility due to COVID-19. The agreement was requested in case there is a disruption in the spring semester due to COVID-19 and to remain in compliance with the Master Agreement. Donna Henry moved to accept the MOU as presented and Audrey Hines seconded the motion. It passed unanimously.

E. POLICY REVIEW (ACTION):

The following policies were recommended for review: Copyright Infringement, FERPA of 1974, High School Enrollment Program, HIPAA, and the Interdepartmental Transfer policy. Revisions were recommended for the High School Enrollment Program. A motion was made by Patrick Toth to accept the policies as presented, including revision recommendations, and Donna Henry seconded the motion. It passed unanimously.

F. REQUEST TO WAIVE BIDDING INFORMATION(ACTION):

Dr. Carter presented a request to waive the formalities of the “Authorization to Purchase (Bidding Policy)” for building the Colby Tennis Center on the College campus. The request is to expedite the project and ensure that only local vendors in Colby, KS, are provided the opportunity to bid on the project. The project is to be funded 100% from private funds or grants. Jessica Vaughn moved to accept the waiver as presented for this project only and was seconded by Patrick Toth. The motion passed unanimously.

G. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL (ACTION):

At 5:23 p.m., the board of trustees requested a 10-minute executive session with Dr. Carter. At 5:33 p.m., the board resumed the open session.

a)Action Taken: Dr. Carter recommended the termination of Luis Lozano, grounds technician.

IV. FOUNDATION UPDATE:

Dr. Carter did not have an update from the Endowment Director and referred the board of trustees to the Foundation report in the board packet.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared that the late fall classes were held without any incidents. The classes have been offered for several years, and that each year, the class offerings progressed better and better. The financial aid department is on target with their reports. COVID-19 testing started, and Chrissy Summers, the new student nurse, was doing an excellent job.
2. Dr. Tiffany Evans talked about spending time getting to know the College as well as the community. She is learning about KBOR and its processes. She is also working on alternative grant funding and will be attending an ACEN meeting in March.
3. Dr. Carter represented the Business Office with Carolyn Kasdorf having left the College and Justin Villmer starting February 1. He shared his appreciation to all for an excellent audit this year, both for the business office and financial aid.
4. Doug Johnson announced that he would be sending an email with a link for people to sign up for text notifications.
5. Mike Saddler shared that it had been a very slow December. He was working with the Vice-President of Student Affairs on COVID testing. No fans will be allowed to attend games until February 6; his goal is to have games held safely for anyone in attendance.
6. President Carter welcomed Dr. Evans in her new role with the College and is waiting for Justin Villmer to start in February.

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V. **REPORTS AND COMMENTS:**

The board of trustees expressed a warm welcome to Dr. Evans. Gratitude was shared to all staff and faculty for being flexible and adaptable with unexpected events throughout the past year. Arlen Leiker will be attending the KACCT virtual conference this year.

ADJOURNMENT:

Audrey Hines moved to adjourn and was seconded by Arlen Leiker. The motion passed unanimously. The meeting ended at 5:56 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary