



February 15, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, February 15, 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 January 18, 2021
- B. Resolution #7 (as presented in the finance packet)

IV. Business

- A. Collections Agency RFP (Action)
- B. Disposition of Surplus (Action)
- C. Northwest Kansas Animal Shelter MOU (Action)
- D. Policy Review (Cash Management; Expenditures and Fiscal Control; Facsimile Signatures; Grants and Other Outside Financial Resources; Student Financial Agreement) (Action)
- E. Vendor Bond Requirement Policy (Discussion)
- F. VetTechPrep Subscription Purchase Agreement (Action)
- G. Resignations (Action)
- H. Finance Committee Members (Discussion)
- I. Executive Session (Attorney-Client Privileged Conversation)
  - 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, February 15, 2021, at 5:00 p.m.

**MEMBERS PRESENT:**

Quintin Flanagin, Audrey Hines, Arlen Leiker, Patrick Toth, Jessica Vaughn and Dr. Seth Carter were present, with Donna Henry participating via zoom.

**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.

**IV. BUSINESS**

**A. COLLECTION AGENCY RFP (ACTION):**

This Request for Proposal (RFP) was sent to approximately 20 vendors, and three responded with bids. After discussion, the administrative team recommended the National Enterprise System (NES) as the College's collection agency. The agreement will take effect July 1, 2021, and will assume responsibility for collections in process on that date. Audrey Hines moved to accept the NES as the College's collection agency. Arlen Leiker seconded the motion, and it passed unanimously.

**B. DISPOSITION OF SURPLUS (ACTION):**

The administrative team requested the disposition of surplus. Jessica Vaughn moved to approve the disposition of surplus as presented. Patrick Toth seconded the motion, which passed unanimously.

**C. NORTHWEST KANSAS ANIMAL SHELTER (ACTION):**

The Memorandum of Agreement (MOU) with the Northwest Kansas Animal Shelter provides the College with animals for the Vet Nursing program at no cost. The animals are adopted out at the end of the year. Patrick Toth made a motion to approve the MOU as presented, and Audrey Hines seconded the motion. It was approved unanimously.

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

The policies reviewed by the Board of Trustees included Cash Management, Expenditures and Fiscal Control, Facsimile Signatures, Grants and Other Outside Financial Resources, and the Student Financial Agreement. A motion was made by Patrick Toth to abolish the Facsimile Signature policy and seconded by Arlen Leiker. This was approved unanimously. Expenditures and Fiscal Control, and Grants and Other Outside Financial Resources were not recommended for any revisions, and so no action was needed. The Student Financial Agreement was tabled until the March

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2021 board meeting. The Cash Management policy was updated to meet the requirements of the Code of Federal Regulations. A motion was made by Arlen Leiker to approve the updates and revisions to the Cash Management policy. The motion was seconded by Audrey Hines and passed unanimously.

**E. VENDOR BOND REQUIREMENT POLICY (ACTION):**

The College lacks a formal policy that requires a vendor for a project/campus renovation to carry a bond. The Board of Trustees requested that a policy be written and presented at the March 2021 board meeting for further review. This item was tabled until the March meeting.

**F. VET NURSING PREP SUBSCRIPTION PURCHASE (ACTION):**

This is an annual subscription for a Veterinary Nursing National Exam preparation for the Vet Nursing students. The College will need to purchase a minimum of 25 subscriptions at \$155.73 each. This cost will be passed on to the students via a student fee. Jessica Vaughn moved to accept the subscription purchase as presented and was seconded by Arlen Leiker. The motion passed unanimously.

**G. RESIGNATIONS (ACTION):**

Two resignations were presented for board action. Mr. Fenil Desai, instructor for the Sustainable and Renewable Energy Program at the Norton Correctional Facility, is pursuing other career opportunities. Dr. Troy Franklin, Residence Hall Director, is also leaving to pursue other career opportunities. Audrey Hines moved to accept the resignations as presented. Arlen Leiker seconded the motion, and it passed unanimously.

**H. FINANCE COMMITTEE (ACTION):**

The board of trustees formally selected Board members Arlen Leiker and Audrey Hines to serve as representatives for the Finance Committee starting in March 2021.

**I. EXECUTIVE SESSION (ATTORNEY-CLIENT PRIVILEGED CONVERSATION):**

Quintin Flanagan made a motion to move into an executive session with the trustees and Dr. Carter. Arlen Leiker seconded the motion, and the Board went into session at 5:52 p.m., requesting 25 minutes. At 6:17 p.m., an additional request for five more minutes was made by Audrey Hines and seconded by Arlen Leiker. At 6:24, the board resumed the open session, and no action was taken.

**V. FOUNDATION UPDATE:**

Jennifer Schoenfeld updated the College Board of Trustees regarding the proposed tennis center. At the time of her report, over \$800,000 was pledged or secured. The Foundation was discussing a date for the annual auction. Additional “wish-list” items are being discussed for possible funding. The Foundation surveyed college athletes on the impact of the Steve Lampe Athletics Center (SLAC). The athletes shared how proud and excited they are to have such a facility available to them – especially with the winter season being so cold this year.

**REPORTS FROM ADMINISTRATORS:**

1. Nikol Nolan talked about the Student Life and Student Government groups and their planning activities for spring. There are some new student clubs being discussed. February is Diversity Month as well as Black History Month. The Diversity organization is hoping to engage community members with on-campus activities. Graduation applications are currently underway. COVID-19 testing is running smoothly.

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2. Dr. Tiffany Evans stated that the ACEN accreditation team would be meeting with the executive team this coming week. Faculty and staff have been invited to a working session, "Student Working Skills," to be held Feb. 19. This is considered to be a college-wide initiative. A new initiative for summer classes titled Smarter Summer will offer classes to non-Colby Community College students who are home for the summer but are not currently enrolled as full-time students.
3. Justin Villmer shared that he has been spending time getting to know his staff and learn his way around the college and community during his first 10 days as the new Vice President of Business Affairs. The College has completed its migration from the Master Card credit card system to the Visa credit card system. He anticipates some formal guidance regarding the new CARES act funding and will release the information as soon as it is available.
4. Doug Johnson announced that the Max Pickerill Lecture Series would be starting on March 9. The Art on the Oasis art show is scheduled for this spring, and there will be more information at a later date.
5. Mike Saddler discussed the rescheduling/cancelation of athletic events due to COVID, the snow, unusually cold weather, and the rolling power outages around the state. The electronic ticketing system is working well, and the seat map should be available very soon. This will allow fans to purchase the exact seat(s) of their choice.
6. President Carter welcomed Justin Villmer in his new role as the Vice-President of Business Affairs and is excited to have all of the executive positions in place.

## VI. REPORTS AND COMMENTS:

The board of trustees expressed a warm welcome to Justin Villmer. Gratitude was shared to all staff and faculty and the athletes for being flexible and adaptable with unexpected events throughout the year. Members were excited about the new initiatives and ideas, including the restart of the Max Pickerill Lecture Series.

### ADJOURNMENT:

Arlen Leiker moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:50 p.m.

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

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