



March 15, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 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 February 15, 2021
- B. Resolution #8 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Student Financial Agreement Policy (Action)
- B. Board of Trustees-Self Evaluation (Discussion)
- C. Bond Policy (Action)
- D. Disposition of Surplus (Action)
- E. Mitigation Plan (Action)
- F. National Testing Service Center Contract (Action)
- G. Online Tuition Rates (Action)
- H. Physical Tuition Rates (Action)
- I. Policy Review (Academic Load, Dorm Credit Hour Requirement, Placement Testing, and Undocumented Immigrants) (Action)
- J. Southeast Colorado Hospital District-PTA Clinical Education Agreement (Action)
- K. Tractor Lease (Action)
- L. Resignations (Action)
- M. Executive Session (Non-Elected Personnel)
 - a. Action if Necessary

V. Foundation Update

VI. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Tiffany Evans, Academic Affairs
 - 3. Justin Villmer, 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

March 15, 2021

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, March 15, 2021, at 5:00 p.m.

MEMBERS PRESENT:

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

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. OLD BUSINESS:

a. STUDENT FINANCIAL AGREEMENT POLICY (ACTION):

The policy was amended to include financial responsibility by minors when enrolling in a class with the College. Financial forms must now be completed by the student and parents/guardians for each semester of enrollment. Donna Henry moved to accept the policy as amended, and Arlen Leiker seconded the motion. The motion passed unanimously.

B. BOARD OF TRUSTEE-SELF EVALUATION (DISCUSSION):

The board of trustees' self-evaluation occurs on an annual basis. A review of the board's strengths and opportunities for improvement were reviewed and discussed. The board acknowledged their need to be more involved with local, state, and federal legislation.

C. BOND POLICY (ACTION):

The bond policy is being established in response to the board's request for a policy at the February meeting. The College, in accordance with statute 60-1111 (Public Works Funds) and 16-1090 (Public-private agreement), will require a vendor to obtain a bond for any project that exceeds \$100,000. This requirement will apply any time the College utilizes public funds. The project is for public improvements or the construction of any public building or for repairs made to an existing facility. Arlen Leiker made a motion to approve the policy as presented, and Audrey Hines seconded the motion. It was approved unanimously.

D. DISPOSITION OF SURPLUS (ACTION):

The disposition of surplus included bulls and heifers to be sold at the College's annual bull sale. A motion was made by Jessica Vaughn to approve the sale and was seconded by Donna Henry. This was approved unanimously.

E. MITIGATION POLICY (ACTION):

The mitigation policy is a plan that collaborates with the Thomas County Emergency Management department and will be presented to the FEMA Region VII officials. By

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signing the document, the College is able to help with FEMA responses and could potentially make the College eligible for a variety of grants. A motion was made by Jessica Vaughn to accept the policy as presented. Arlen Leiker seconded the motion, and it was approved unanimously.

F. NATIONAL TESTING SERVICE CENTER CONTRACT (ACTION):

The contract will allow the College to be a testing center for the National Testing Service Center (NTN). NTN reached out to the College as they needed a site in northwest Kansas. The tests to be administered will include public safety agencies and the Kansas State Cosmetology Board exam. NTN will pay the College a rate of \$15 per test, per student. This will serve a community need and further reinforce the College's mission of serving the surrounding communities. Jessica Vaughn moved to accept the subscription purchase as presented and was seconded by Arlen Leiker. The motion passed unanimously.

G. ONLINE TUITION RATES (ACTION):

The College recommended raising the online tuition rate by \$2.75 per credit hour. The new rates for each category include Thomas County resident, \$136.25; high school student, \$112.50; regional rate, \$161.25; out-of-state rate, \$194.50; and international student, \$220.50. Arlen Leiker moved to approve the rates as presented. This was seconded by Audrey Hines and was unanimously approved.

H. PHYSICAL TUITION RATES (ACTION):

The College administrative team recommended raising the physical tuition/fee rate by \$2.50 per credit hour. The proposed rates with tuition and fees were for Thomas County resident, \$121.25; high school student, \$112.50; Kansas rate, \$126.25; regional rate, \$146.25; out-of-state rate, \$180.25; and international student, \$206.25. Jessica Vaughn moved to accept the revised physical tuition and fee rates as presented. This was seconded by Donna Henry and approved unanimously.

I. POLICY REVIEW (ACADEMIC LOAD, DORM CREDIT HOUR REQUIREMENT, PLACEMENT TESTING, REFUNDS, & UNDOCUMENTED IMMIGRANTS (ACTION):

Policies reviewed by the board of trustees for this meeting included Academic Load, Dorm Credit Hour Requirement, Placement Testing, Refunds, and Undocumented Immigrants. The Academic Load and the Undocumented Immigrant policies did not have any recommended revisions. Revisions were made to the Dorm Credit Hour Requirement and Placement Testing. Arlen Leiker moved to accept all of the policies as presented and Audrey Hines seconded the motion. It passed unanimously.

J. SOUTHEAST COLORADO HOSPITAL DISTRICT -PTA CLINICAL EDUCATION AGREEMENT (ACTION):

This is an existing agreement the College has in place. Some revisions to the contract were proposed. Patrick Toth moved to approve the revised agreement as presented. Arlen Leiker seconded the motion, and it passed unanimously.

K. TRACTOR LEASE (ACTION):

The College administration recommended the lease of a 2021 Case IH Maxxum 150 tractor with an MSL loader and grapple bucket from Colby Ag Center, LLC, at a rate of \$10 per hour up to 250 hours (maximum cost of \$2,500). This contract is similar to other leases in the past. Jessica Vaughn moved to accept the lease as presented and Patrick Toth seconded the motion. It passed unanimously.

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L. RESIGNATIONS (ACTION):

Resignations were accepted from Ms. Debra Bear, bookstore manager, and Rikki Wait, Director of Nursing. Ms. Wait will be a faculty member starting with the new fiscal year. Audrey Hines moved to accept the resignations as presented. Patrick Toth seconded the motion, and it passed unanimously.

M. EXECUTIVE SESSION (ACTION):

The board of trustees moved into an executive session at 5:37 p.m. A motion was made by Arlen Leiker and seconded by Jessica Vaughn for a 30-minute session. At 6:07, the Board requested additional time. A motion was made by Arlen Leiker and seconded by Jessica Vaughn for 10 more minutes. The Board resumed at 6:08 with no action taken.

V. FOUNDATION UPDATE:

Jennifer Schoenfeld updated the College Board of Trustees regarding the proposed tennis center and plans for the tennis center parking lot. The Endowment Foundation is planning on the annual auction to be held in August 2021 at the City Limits Convention Center in Colby, KS.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan talked about the plans for commencement in May. Housing contracts are coming in, and interviews for fall 2021 resident assistants (RA) would be starting soon.
2. Dr. Tiffany Evans presented information on progress being made with the Essential Student Skills event, with themes being selected. The dental hygiene program had 32 applicants, and the nursing department had 35 applicants for the A.D.N. program.
3. Justin Villmer discussed the successful finance committee meeting that had been held the Thursday before the board meeting. He also shared that the College will need to amend its current budget, and the information will be in the April board packet.
4. Doug Johnson shared about the various athletic events scheduled for this week. Doug will now be the College's representative with the Chamber of Commerce.
5. Athletics – no report.
6. President Carter shared that there would be a groundbreaking ceremony for the tennis center on March 31, at 4:00 p.m.

VI. REPORTS AND COMMENTS:

The board of trustees expressed many thanks to the administration team and all College employees for all they do for the success of the college and accomplishments in the community. Several college employees helped with the food distribution, and it was greatly appreciated.

ADJOURNMENT:

Arlen Leiker moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:37 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary