



April 19, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 19, 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 March 15, 2021
- B. Resolution #9 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Budget Modification Request for Publish (Action)
- C. Dental Hygiene-Clinical Agreement (Action)
- D. Disposition of Surplus (Action)
- E. Farm Fence Replacement RFP (Action)
- F. Grantham University-Articulation Agreement (Action)
- G. Pasture Lease-KXXX (Action)
- H. Policy Review (Advert Waiver for Staff Positions, Background Check, Children in the Workplace, Institutional Scholarship, Refunds Policy) (Action)
- I. Room and Board Rates (Action)
- J. 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

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 in Thomas Hall on Monday, April 19, 2021, at 5:00 p.m. Guests could access the meeting via a zoom web address listed in the meeting agenda.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Audrey Hines and Jessica Vaughn were absent.

OTHERS PRESENT:

Doug Johnson, Director of Public Information, Mike Saddler, Athletic Director, Jennifer Schoenfeld, Endowment Foundation Director, Marion Ballard, Colby Free Press. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

Because this was the first face-to-face Board of Trustee meeting where all regular attendees were asked to be present since the start of COVID, everyone in the room introduced themselves.

III. APPROVAL OF THE CONSENT AGENDA:

Item "J" was presented as an amended item. Arlen Leiker moved to accept the amended agenda, and Donna Henry seconded the motion. The motion passed 4-0. Patrick Toth moved to accept the consent agenda as presented. Arlen Leiker seconded the motion, and it passed 4-0.

IV. BUSINESS

A. OLD BUSINESS:

None.

B. BUDGET MODIFICATION REQUEST FOR PUBLIC REQUEST (ACTION):

The administrative team at the College requested to amend the College's 2020-2021 public budget. This amendment would bring the College into compliance with state statute K.S.A. 71-614, which prohibits any community college from making expenses for career technical education, adult education, and adult supplementary education from its general fund. The budget modification does not request any additional funds and does not impact the mill levy or taxes levied. The College requested to hold a Special Board meeting on May 5, 2021, at 7:30 a.m. to formally approve the College's 2020-21 operational budget. A motion was made by Arlen Leiker to approve the publication of the budget modification for publishing in the Colby Free Press newspaper. Donna Henry seconded the motion and it passed 4-0.

C. DENTAL HYGIENE-CLINICAL AGREEMENT (ACTION):

The Clinical Education agreement is with the Genesis Dental Office in Garden City, KS. The agreement allows sophomore dental hygiene students to use the site as part of their clinical rotations. Donna Henry made a motion to approve the agreement as presented, and Patrick Toth seconded the motion. It was approved 4-0.

D. DISPOSITION OF SURPLUS (ACTION):

The disposition of surplus included two horses. A motion was made by Patrick Toth to approve the sale and was seconded by Arlen Leiker. This was approved 4-0.

E. FARM FENCE REPLACEMENT (ACTION):

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 19, 2021

The College administrative team requested areas of fence to be replaced at the College farm. The Request for Proposal (RFP) was submitted to five vendors, with only one vendor submitting a bid. Bullseye Services, LLC submitted a bid for \$394,575. The College recommends the approval of this vendor and bid. A motion was made by Patrick Toth to accept the bid as presented. Donna Henry seconded the motion, and it was approved 4-0.

F. GRANTHAM UNIVERSITY-ARTICULATION AGREEMENT (ACTION):

The articulation agreement is between the College and Grantham University. The University will accept 81 credit hours from the Associate Degree Nursing program and apply those hours towards a B.S.N. degree. There is no obligation to the College by signing the agreement. Arlen Leiker moved to accept the agreement as presented and was seconded by Donna Henry. The motion passed 4-0.

G. PASTURE LEASE WITH KXXX (ACTION):

The College recommended approval of the annual agreement for the College horses. The lease is for \$1,150 and is the same lease agreement the College has had with KXXX for several years. Donna Henry moved to approve the lease as presented. This was seconded by Patrick Toth and was approved 4-0.

H. POLICY REVIEW(ADVERT WAIVER FOR STAFF POSITIONS, BACKGROUND CHECK, CHILDREN IN THE WORKPLACE, INSTITUTIONAL SCHOLARSHIP, REFUNDS POLICY) (ACTION):

The College recommended no revisions for the Advert Waiver, Background Check, and Children in the Workplace policies. A motion was made by Patrick Toth to accept the revisions in the Institutional Scholarship policy. Donna Henry seconded the motion and it passed 4-0. Donna Henry moved to accept the revisions in the Refunds policy, and Arlen Leiker seconded the motion. It passed 4-0.

I. ROOM AND BOARD RATES (ACTION):

The College administrative team recommended a 2% increase in all double occupancy rooms and a 6.56% rate increase for single occupancy rooms. A rate increase of 3.5% was recommended for all meal plans. Arlen Leiker moved to accept the recommended rate increases, and Donna Henry seconded the motion. It passed 4-0.

J. ATI CONTRACT FOR NURSING-AMENDED ITEM (ACTION):

The three-year agreement is a “pass-through” expense, meaning the College cost is directly reimbursed by student fees. Donna Henry moved to approve the agreement as presented. Arlen Leiker seconded the motion, and it passed 4-0.

K. EXECUTIVE SESSION (ACTION):

The Board of Trustees moved into an executive session at 5:33 p.m. A motion was made by Arlen Leiker and seconded by Donna Henry for a 35-minute session. At 6:08, the Board requested additional time. A motion was made by Arlen Leiker and seconded by Donna Henry for 10 more minutes. The Board resumed in open session at 6:18. No action was taken.

V. FOUNDATION UPDATE:

The Endowment Foundation scheduled the annual auction to be held on August 13, 2021, at the City Limits Convention Center in Colby. This may be a permanent date change depending on the success of this auction.

REPORTS FROM ADMINISTRATORS:

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

April 19, 2021

1. Nikol Nolan shared information about the financial aid workshops that were held. The financial aid department is much further ahead this year with the processing/packaging of financial aid for new students.
2. Dr. Tiffany Evans presented information on the Smarter Summer Program. As of the week of April 12, fifty-six students had enrolled in 311 credit hours for tuition totaling \$40,179. Dr. Evans was very pleased with the collaboration with Student Affairs for the success of this initiative.
3. Justin Villmer had submitted the IPEDS data report. The College store manager position and the mailroom position have been merged, and Alicia Moore accepted the newly created position. Process evaluations are underway for fiscal year-end activity and workflow. Justin is monitoring the federal COVID funds for the College.
4. Doug Johnson shared that Open Spaces Sports will be streaming the College graduation as well as the nursing pinning ceremony. The Marketing committee had attended a webinar for a company that can help with search engine optimization.
5. Mike Saddler thanked everyone for their support of the athletes and the turmoil in athletics the past year. Everyone is anticipating a much better year for the next school year.
6. President Carter shared that the Kansas Lt. Governor had visited the campus earlier in the day, and the visit went very well.

VI. REPORTS AND COMMENTS:

The board of trustees expressed many thanks to the administration team and all College employees for all they do to make the College successful and praised everyone for working hard to get back to more normal routines.

ADJOURNMENT:

Donna Henry moved to adjourn and was seconded by Patrick Toth. The motion passed unanimously. The meeting ended at 6:40 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary