



June 21, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 21, 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 May 17, 2021
- B. Resolution #11 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Board of Trustees Policy (Action)
- B. Billboard Lease-Gove County (Action)
- C. Board of Trustees Meeting Date Change Request (Action)
- E. Budget and Senate Bill 13 (Discussion and Action if Necessary)
- F. Colby Health and Rehab-Clinical Agreement (Action)
- G. Collections Report (Action)
- H. Disposition of Surplus (Action)
- I. Guardian Home Care-Clinical Agreement (Action)
- J. Logan County Senior Living-Clinical Agreement (Action)
- K. National Veterinary Associates Agreement (Action)
- L. Niche Contract (Action)
- M. Policy Review (Audit and Inventory Control; Condolences and Other Recognition; Investment of Funds; and Moving Policy)-(Action)
- N. Syllabi Software (Action)
- O. Vehicle RFP (Action)
- P. Resignation (Action)
- Q. 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.

June 21, 2021

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, June 21, 2021, at 5:00 p.m. Guests could access the meeting via a zoom web address listed in the meeting agenda.

MEMBERS PRESENT:

Donna Henry, Audrey Hines, and Jessica Vaughn and Dr. Seth Carter were present. Arlen Leiker called in to the meeting.

MEMBERS ABSENT:

Quintin Flanagan and Patrick Toth were absent.

OTHERS PRESENT:

Doug Johnson, Public Relations Director, Marion Ballard, Colby Free Press. Dr. Carter recorded the minutes.

II. INTRODUCTIONS:

Donna Henry, board member; Jessica Vaughn, board member and Acting Chairperson; Audrey Hines, board member; Arlen Leiker board member; Dr. Carter, College President; Doug Johnson, Director of Public Information; Mike Saddler, Athletic Director; Dr. Tiffany Evans, Vice-President of Academic Affairs; Nikol Nolan, Vice-President Student Affairs; Justin Villmer, Vice-President of Business Affairs; and Marion Ballard, Colby Free Press.

III. APPROVAL OF THE CONSENT AGENDA:

Audrey Hines moved to accept the amended agenda, and Donna Henry seconded the motion. The motion passed 4-0.

IV. BUSINESS

A. OLD BUSINESS:

a. Board of Trustee Policy (Action):

Recommendations were made to revise the policy to comply with KSA 71-1404, KSA 71-1413, and KSA 71-1414. These revisions include a Thomas County residency requirement, election requirements, and responsibilities of a prospective board of trustees member. A motion was made by Donna Henry to accept the policy as revised. Audrey Hines seconded the motion and it passed 4-0.

B. BILLBOARD LEASE – GOVE COUNTY (ACTION):

The billboard lease agreement for the sign on I-70 in Gove County is \$160 per month over 36 months, totaling \$6,400. There is also a one-time expense of \$640 for a new overlay. A motion was made by Donna Henry to accept the contract as presented. Audrey Hines seconded the motion and it passed 4-0.

C. BOARD OF TRUSTEES MEETING DATE CHANGE REQUEST (ACTION):

The College administrative team requested to change the July board of trustees meeting from July 19, 2021, to July 26, 2021. The request is due to schedule conflicts with several board members. A motion was made by Donna Henry to approve the date change and was seconded by Audrey Hines. The motion was approved 4-0.

D. BUDGET & SENATE BILL 13 (DISCUSSION & ACTION):

The College administrative team presented detailed information on the impact of Senate Bill 13 (SB13). In an effort to be compliant with SB13, the administrative team requested the authority to not stay revenue-neutral and hold a public budget hearing. A motion was made by Arlen Leiker to grant authority for the College to

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 21, 2021

notify the county clerk that the college will not stay revenue-neutral. The motion was seconded by Audrey Hines and approved 4-0.

E. COLBY HEALTH & REHAB-CLINICAL AGREEMENT (ACTION):

President Carter presented a standard clinical agreement between the College and Colby Health & Rehab in Colby, KS, for the nursing department. A motion was made by Audrey Hines to accept the agreement as presented. Donna Henry seconded the motion, and it was approved 4-0.

F. COLLECTIONS REPORT (ACTION):

The administrative team requested to send 61 new accounts to collections in the amount of \$81,356.83. It was also requested to write off 11 accounts because balances were too small to collect, the student was under the age of 18, or they are international students that the College cannot collect payments. This totaled \$4,626.91. Audrey Hines moved to approve the collections as presented and was seconded by Donna Henry. The motion passed 4-0.

G. DISPOSITION OF SURPLUS (ACTION):

The College recommended disposing of two old reclining chairs and one metal desk. Audrey Hines moved to approve the dispositions as presented. This was seconded by Donna Henry and was approved 4-0.

H. GUARDIAN HOME CARE-CLINICAL AGREEMENT (ACTION):

President Carter presented a standard clinical agreement for the nursing department between the College and Guardian Home Care. This is a new agreement and needs board approval. Donna Henry moved to accept the lease as written, and Audrey Hines seconded the motion. It passed 4-0.

I. LOGAN COUNTY SENIOR LIVING – CLINICAL AGREEMENT (ACTION):

This is a standard clinical agreement for the nursing department. This is a new agreement and needs board approval. Donna Henry moved to approve the agreement as presented, and Audrey Hines seconded the motion. It passed 4-0.

J. NATIONAL VETERINARY ASSOCIATES AGREEMENT (ACTION):

An updated agreement for the National Veterinary Associates was presented. Audrey Hines moved to approve the agreement as presented. Donna Henry seconded the motion, and it passed 4-0.

K. NICHE CONTRACT (ACTION):

This was an advertising contract with NICHE for the amount of \$9,900 for one year. NICHE provides an online service that matches students to the College based on programmatic interests and provides the College with many student analytics. A motion was made by Donna Henry to accept the contract as presented. This was seconded by Audrey Hines and passed 4-0.

L. POLICY REVIEW (AUDIT & INVENTORY CONTROL; CONDOLENCES AND OTHER RECOGNITION; INVESTMENT OF FUNDS; & MOVING POLICY (ACTION):

The Condolences and Other Recognition policies were not recommended for any revisions. The Audit and Inventory Control, Investment of Funds, and Moving Expenses policies were revised. Audrey Hines moved to approve the revised policies. Donna Henry seconded the motion and it passed 4-0.

M. SYLLABI SOFTWARE (ACTION):

The Simple Systems Group, LLC, software ensures all of the College's syllabi are updated and uniform. The two-year contract includes an annual cost of \$4,900 plus a

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 21, 2021

one-time implementation fee of \$2,500, for a total cost of \$7,400. Donna Henry moved to approve the contract. This was seconded by Audrey Hines and it passed 4-0.

N. VEHICLE RFP (DISCUSSION):

The College administrative team requested not to purchase any vehicles submitted in response to the vehicle bid request due to limited vehicle availability and high used car prices. None of the bids submitted included vehicles where a local dealer could perform warranty work. The College will re-issue bids at a later date.

O. RESIGNATION (ACTION):

Mrs. Rachelle Heydt, Assistant Financial Aid Director, resigned due to her husband taking a job outside of the College area. Donna Henry moved to accept the resignation and was seconded by Audrey Hines. It passed 4-0.

P. EXECUTIVE SESSION (NON-ELECTED PERSONNEL):

At 5:49 p.m., a motion was made by Audrey Hines for the board to move into a 20-minute executive session. Donna Henry seconded the motion and it passed 4-0. The board then requested an additional five minutes with the College President. Board member Donna Henry moved to move into a five-minute session with Audrey Hines seconding the motion. At 6:15, the board entered into open session.

a)Action Taken: None

V. FOUNDATION UPDATE:

The Endowment Foundation has already sold approximately 50% of the tickets for the August benefit auction.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, shared that the new Residence and Student Life Director started June 1 and has already immersed himself into his new role. Staff is busy planning for the new school year.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, presented an update on the Title III grant proposal, which is for more than \$2 million over five years.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., discussed work at the College farm, including the fencing and dirt work. He requested volunteers for the monthly financial committee meeting. Jessica Vaughn and Donna Henry will be the new committee members.
4. Doug Johnson, Director of Public Information, shared that the KSN television station out of Wichita will be on campus this summer and will do an interview for their Good Day Kansas program.
5. Dr. Carter reported for Athletic Director Mike Saddler. The overall athletic G.P.A. is up, and athletics has had several good moments.
6. President Carter shared that there had been many expressions of appreciation for the pay increase and hazard pay approved by the board.

VI. REPORTS AND COMMENTS:

Board members appreciated the College administration working during the summer and doing an excellent job for the College. They were impressed that 48 international students have expressed interest in Colby Community College. Good job, everyone!

ADJOURNMENT:

Donna Henry moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 6:35 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 21, 2021

Signed: _____Chairperson

Signed: _____Secretary