



July 26, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 26, 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 June 21, 2021
- B. Resolution #12 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Athletic Insurance Renewal (Action)
- C. Board of Trustees Meeting Date Change Request (Action)
- D. Boiler RFP (Action)
- E. Budget Publication Request (Action)
- F. Community Hospital Association MOA (Action)
- G. Disposition of Surplus (Action)
- H. Fair Grounds Lease (Action)
- I. Furniture Replacement RFP (Action)
- J. GrowSafe System (Action)
- K. In-State Tuition Waiver Policy (Action)
- L. Residence Life Handbook 2020-2021 (Discussion)
- M. Rodeo RFP (Action)
- N. Resignation (Action)
- O. 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.

July 26, 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, July 26, 2021, at 5:00 p.m. Guests could access the meeting via a zoom web address listed in the meeting agenda. Quintin Flanagin proposed moving the administrative reports from number 6 to number 4 on the agenda to allow people to leave before the executive session, if necessary. Arlen Leiker made a motion to amend the agenda, and Jessica Vaughn seconded the motion. It passed 6-0.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Doug Johnson, Public Relations Director, 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 amended agenda, and Donna Henry seconded the motion. The motion passed 6-0.

IV. BUSINESS

A. OLD BUSINESS:

None

B. ATHLETIC INSURANCE RENEWAL (ACTION):

For 2021-22, the College's total cost for athletic insurance will decrease from the previous year, mostly from a reduction in the catastrophic plan. The College administrative team recommended continuing with the secondary insurance plan through Great American Insurance Company that has a \$1,000 deductible, two-year benefit period, and a \$25,000 maximum, for an annual premium of \$108,018. The College will switch carriers for the catastrophic plan from Liberty Mutual to Mutual of Omaha. The plan will maintain a \$25,000 deductible, lifetime benefit period, and a \$5,000,000 maximum. Arlen Leiker made a motion to approve the recommendation and Patrick Toth seconded the motion. It passed 6-0.

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

The College administrative team requested changing the date of the board of trustees meeting from August 16, 2021, at 5:00 p.m., to August 23, 2021, at 5:00 p.m. The change will allow the College to be compliant with Senate Bill-13 and hold a Revenue Neutral Hearing and Budget Hearing on the same day. Audrey Hines made a motion to change the date, and Donna Henry seconded the motion. It passed 6-0.

D. BOILER (ACTION):

The College administrative team recommended the purchase of a new HTP Elite XL EXL-1000FBN NAT gas condensing boiler from CB Heating and Air Conditioning for \$61,300. Audrey Hines made a motion to approve the purchase, and Jessica Vaughn seconded the motion. It passed 6-0.

E. BUDGET PUBLICATION REQUEST (ACTION):

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The administrative team at the College recommended increasing the operational budget to \$20,878,199. The amount includes the addition of the Postsecondary Tech Education and Adult Education accounts which have to be reflected as a transfer and encumbrance, thus counting twice against the budget. The College proposed to lower the mill levy from 41.193 to 41.050. Since 2017, the College has lowered the mill levy from 46.819 to 41.050. The College also requested publishing the proposed budget in the Colby Free Press during the week of July 26, 2021, and have the Revenue Neutral and Operational Budget hearings on August 23, 2021, at 5:00 p.m. Donna Henry made a motion to approve the budget publication and Arlen Leiker seconded the motion. It passed 6-0.

F. COMMUNITY HOSPITAL ASSOCIATION (ACTION):

The College's current agreement with a nursing clinical site was brought before the Board because of the organization name change, adding electronic health records as a service, and two internal title changes were amended. Jessica Vaughn made a motion to accept the agreement and Audrey Hines seconded the motion. It passed 6-0.

G. DISPOSITION OF SURPLUS (ACTION):

The College recommended approval of selling bull #27 at the Colby Sale Barn. Patrick Toth made a motion to approve selling the bull, and Audrey Hines seconded the motion. It passed 6-0.

H. FAIR GROUNDS LEASE (ACTION):

The College requested a five-day lease for September 16-20, 2021. The lease is \$1,500, and the College will be responsible for electrical expenses incurred during the lease dates. If the Rodeo does not occur due to COVID-19, the College will not be financially responsible for the lease. Audrey Hines made a motion to accept the lease agreement, and Donna Henry seconded the motion. It passed 6-0.

I. FURNITURE REPLACEMENT RFP (ACTION):

The College administration requested approval to purchase furniture from MBI for \$386,768.82. This will replace all classroom desks and chairs. Upon awarding the contract, the College will work with the vendor to finalize colors and any additional add-ons. The College will be using COVID-19 funds to pay for this expenditure. Arlen Leiker made a motion to accept the bid from MBI, and Donna Henry seconded the motion. It passed 6-0.

J. GROWSAFE SYSTEM (ACTION):

The Growsafe System allows the College to monitor, control and regulate feed for livestock. The College will use the state Technology Grant to pay \$16,824. This grant requires a 50% match in funding (\$8412) from the College. The institution also submitted a grant to the Greater Northwest Kansas Community Foundation to pay the remaining balance. Jessica Vaughn made a motion to approve the purchase of the Growsafe System, and Audrey Hines seconded the motion. It passed 6-0.

K. IN-STATE TUITION WAIVER (ACTION):

Non-Kansas Colby Community College students receiving a performance-based scholarship and/or anyone with a signed NJCAA Letter of Intent (LOI) (i.e., Instrumental Music, Vocal Music, Equestrian, Livestock Judging, Rodeo, or Varsity Athletics scholarship recipient) may be eligible for a tuition waiver that would equal the in-state (Kansas) per credit hour rate. Students would also need to qualify by

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meeting several criteria. A motion was made by Donna Henry to accept the policy as presented, and Arlen Leiker seconded the motion. It passed 6-0.

L. RESIDENCE LIFE HANDBOOK (DISCUSSION):

The Board of Trustees thanked Vice President Nolan for including the handbook for their review.

M. RODEO RFP (ACTION):

The administrative team at the College issued an RFP to outsource the annual College rodeo. Two bids were received, and the College recommended accepting the bid from Medicine River Rodeo Company for \$26,500. Audrey Hines made a motion to accept the contract and Jessica Vaughn seconded the motion. It passed 6-0.

N. RESIGNATION (DISCUSSION):

A resignation letter was presented from Ms. Stefanie Rutherford, Practical Nursing Instructor. Jessica Vaughn made a motion to accept the resignation as presented and Arlen Leiker seconded the motion. The motion passed 5-0, with Quintin Flanagan being the dissenting vote.

O. EXECUTIVE SESSION (NON-ELECTED PERSONNEL):

At 6:03, Quintin Flanagan made a motion to move into an executive session with the Board and Dr. Carter. Audrey Hines seconded the motion and it passed 6-0. At 6:35, the Board requested 15 additional minutes with Quintin Flanagan making the motion and Audrey Hines seconding the motion. It passed 6-0. At 6:51, the Board requested five more minutes with Quintin Flanagan presenting the motion and Audrey Hines seconding the motion. It passed 6-0. At 6:58, the Board requested 10 additional minutes with Quintin Flanagan presenting the motion and Audrey Hines seconding the motion. It passed 6-0. At 7:08, the board entered into open session.

a)Action Taken: None

V. FOUNDATION UPDATE:

No report

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, stated that her area was in full swing for the fall semester. Classes start Monday, August 16, 2021.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, presented an update on the Title III grant proposal, which is for over \$2 million over five years.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., discussed the public budget for the August meeting. The College received \$45,000 in Promise Act funding from the state of Kansas. The business department was working on finalizing the fund 12 accounts.
4. Doug Johnson, Director of Public Information, shared that the Endowment videos are being shared on social media and the college website. So far, the comments have been favorable.
5. Mike Saddler, Athletic Director: No report
6. President Carter shared that on Aug. 6, the College would be hosting the naming dedication of Krehbiel Hall, formerly Living Center East-East. Lunch was scheduled in the Student Union immediately following the ceremony.

VI. REPORTS AND COMMENTS:

Board members commented on the improvements at the College farm and how great the farm looked. Quintin thought the Board should schedule a tour of the farm. There were many “thank you’s” for jobs well done.

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ADJOURNMENT:

Donna Henry moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 7:14 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary