



September 20, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 20, 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 August 23, 2021
- B. Resolution #2 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Access Control RFID RFP (Action)
- C. Annual Progress Report (Discussion)
- D. Micro-Purchase Policy Suspension Request (Action)
- E. Mountain States Media, LLC. Billboard Contract (Action)
- F. Operational Plan Update 2020-2021 (Discussion)
- G. Policy Reviews (*Emotional Support and Service Animals; Grade Appeal; Leave; Petty Cash and Change Forms; and Bicycles and Other Mobile Devices (Motorized and Non-Motorized) policies*) (Action)
- H. WoodRiver Natural Gas Contract (Action)
- I. Resignation (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.

September 20, 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, September 20, 2021, at 5:00 p.m. The Board of Trustees and Dr. Carter were present in the board room, and all other attendees participated via the Zoom link provided on the agenda. Patrick Toth made a motion to add two additional resignations to the agenda. Audrey Hines seconded the motion and it passed 5-0.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Quintin Flanagan

OTHERS PRESENT:

Doug Johnson, Dr. Tiffany Evans, Nikol Nolan, Justin Villmer and Sara Sloane. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

Jessica Vaughn made a motion to accept the Consent Agenda, and Audrey Hines seconded the motion. The motion passed 5-0.

IV. BUSINESS

A. OLD BUSINESS:

None

B. ACCESS CONTROL RFID RFP (ACTION):

The College administrative team sent out a request for proposals to establish an electronic access control system on the College's main campus. This would allow the College to electronically lockdown every exterior entrance/exit across the entire campus. The selected system would allow for electronic key cards, COVID-19 contact tracing, and replace the College's current I.D. system. The College received bids from only one vendor who submitted two unique proposals. The first bid, INAlert, Inc., included everything the College requested for \$236,308.47. The second bid from INAlert, Inc. was for \$190,743.77 but did not include everything the College requested. The administration recommended the first bid even though it was costlier. Audrey Hines moved to approve the bid for \$236,308.47 and Jessica Vaughn seconded the motion. It passed 5-0.

C. ANNUAL PROGRESS REPORT (DISCUSSION):

The document provided highlights over the last calendar year and illustrated accomplishments by the College. The Annual Progress Report is provided each year to the Trustees for review and publication on the College's website.

D. MICRO-PURCHASE POLICY SUSPENSION REQUEST (ACTION):

The College administrative team requested to continue the suspension of the Micro-Purchase Policy for COVID-19 related expenses only. This suspension will only be used when vital supplies are difficult to source or if there is an immediate need for the safety of the campus and community. This request will run through June 30, 2022. A motion was made by Patrick Toth to approve the continuation of the

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suspension of the policy as presented. It was seconded by Audrey Hines, and the motion passed 5-0.

E. MOUNTAIN STATES MEDIA, LLC. BILLBOARD CONTRACT (ACTION):

Trustees reviewed the College's annual billboard contract with Mountain States Media, LLC. The billboard is located at Rose Avenue and I-70, and the monthly cost is \$333.33. As part of the agreement, Mountain States Media, LLC agreed to donate an additional billboard near the location (a \$4,000 value). The College will pay the replacement vinyl cost on the billboard for \$900. The agreement totals \$4,900. Jessica Vaughn made a motion to accept the contract, and it was seconded by Patrick Toth. It passed 5-0.

F. OPERATIONAL PLAN UPDATE 2020-2021 (DISCUSSION):

The document illustrates where the College is in relationship to the Strategic Planning initiatives for the year. The document provides solid examples of where the College is excelling and where opportunities for improvements exist. This update is provided on an annual basis to the Trustees for their review and publication on the College's website.

G. POLICY REVIEWS (Emotional Support & Service Animals; Grade Appeal; Leave; Petty Cash & Change Forms; and Bicycles & Other Mobile Devices (Motorized & Non-motorized) polices) ACTION:

The following policies did not have any revisions: Bicycles and Other Mobile Devices and Emotional Support and Service Animals. The Grade Appeal, Leave, Petty Cash & Change Forms policies all had recommended revisions. Jessica Vaughn made a motion to accept the policies with the suggested revisions, and Audrey Hines seconded the motion. It passed 5-0.

H. WOODRIVER NATURAL GAS CONTRACT (ACTION):

Due to the bitter cold winter last year, the College's natural gas bill was astronomically high in February 2021. The College participates in the KJUMP consortium through the Kansas Association of School Boards (KASB). Symmetry was the previous provider to the KJUMP consortium, but they no longer want to be the provider due to the losses they incurred. To remain a part of the KJUMP consortium, the College needs to formally accept the WoodRiver Energy contract. This contract was negotiated by an attorney from KASB. Audrey Hines made a motion to accept the WoodRiver Gas Contract as presented. Patrick Toth seconded the motion, and it passed 5-0.

I. RESIGNATIONS (ACTION):

Resignations were submitted by the following personnel: Daryl Bass, former Director of Residence and Student Life; Nathan Emmons, daytime custodian; and Kyler Barlow, Admissions Counselor. Audrey Hines made a motion to accept the resignations as presented, and Patrick Toth seconded the motion. It passed 5-0.

J. EXECUTIVE SESSION (NON-ELECTED PERSONNEL):

The Board of Trustees went into an executive session at 5:39 and requested ten minutes. Jessica Vaughn made a motion to move to the executive session and was seconded by Audrey Hines. It passed 5-0. At 5:51 pm, Jessica Vaughn made a motion to extend the executive session for five more minutes. This was seconded by Audrey Hines, and it passed 5-0. The Board came into open session at 5:56 p.m. with no action taken.

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V. **FOUNDATION UPDATE:**

Dr. Carter reported on behalf of Jennifer Schoenfeld, who was unable to attend the meeting. The Foundation board meeting will be on September 27, 2021. The audit is being finalized and is to be presented on October 14, 2021. The tennis center reception will be in October, and the Annual Giving Campaign will be mailed out in October.

VI. **REPORTS:**

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, reported that the Assistant Director of Student Life was working hard at keeping students busy with activities. Financial Aid is on track for disbursements after Certification Day. The Admissions team was starting to travel and be on the road quite a bit.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, reported that the TEA curriculum committee at KBOR approved the welding program for the Norton Correctional Facility. There are two more consent agenda meetings necessary for approval of the program. Dr. Evans has been working on the nursing accreditation updates.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., shared that the Business Affairs team was busy with audit preparation. The auditors are to be on campus October 12-14, 2021. The boiler maintenance for Bedker Hall is underway and should be operational by the end of the week.
4. Doug Johnson, Director of Public Information, stated that he was waiting to hear from the Hall of Fame candidates before making a public announcement.
5. Mike Saddler, Athletic Director, was at the volleyball game and unable to attend the Board meeting. Dr. Carter reported in his absence that the volleyball team will play 18 games this season.
6. President Carter thanked everyone who helped with the rodeo to make it a very successful event. There were a record number of students participating this year.

A. REPORTS AND COMMENTS:

A special thank you was given to Jori Steele and her students for working on a highway clean-up project. The Board also thanked everyone who worked at the rodeo.

ADJOURNMENT:

Audrey Hines moved to adjourn and was seconded by Patrick Toth. The motion passed unanimously. The meeting ended at 6:13 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary