



November 15, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 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 October 18, 2021
- B. Resolution #4 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Health Insurance Renewal/IMA Presentation (Action)
- C. Board Meeting Date Change Request (Action)
- D. Disposition of Surplus (Action)
- E. Finance Committee Assignments (Action)
- F. Gramm-Leach-Bliley Act (GLBA) Policy-(Action)
- G. Individual Email Account Policy (Action)
- H. Intellectual Property Policy (Action)
- I. Interscholastic Equestrian Association (Discussion)
- J. Laundry Appliances RFP (Action)
- K. Norton Correctional Facility Outstanding Balance Policy (Action)
- L. Postage Machine Lease (Action)
- M. Use of Computers/College Computing and Information Systems Policy (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.

November 15, 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, November 15, 2021, at 5:00 p.m. The Board of Trustees, Dr. Carter, and Sloane Enninga from the Colby Free Press were present in the board room. All other attendees participated electronically via the Zoom link provided on the agenda.

### MEMBERS PRESENT:

Patrick Toth, Donna Henry, Audrey Hines, and Dr. Seth Carter were present. Arlen Leiker participate via zoom.

### MEMBERS ABSENT:

Quintin Flanagin and Jessica Vaughn

### OTHERS PRESENT:

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

## II. INTRODUCTIONS:

Mike Saddler, Athletic Director of Colby Community College, introduced Coach Brady Johnson and members of the men's and women's cross-country teams.

## III. APPROVAL OF THE CONSENT AGENDA:

Patrick Toth made a motion to accept the Consent Agenda, and Donna Henry seconded the motion. The motion passed 4-0.

## IV. BUSINESS

### A. OLD BUSINESS:

None

### B. HEALTH INSURANCE RENEWAL/IMA PRESENTATION (ACTION):

The administrative team at Colby Community College recommended moving the Blue Cross Blue Shield to a six-month renewal cycle from January 2022 through June 30, 2022. The new renewal cycle would then run from July 1, 2022, to June 30, 2023, to align with the College's fiscal year and allow for better budgetary flexibility and planning. Donna Henry moved to accept the recommendation, and Patrick Toth seconded the motion. It passed 4-0.

### C. BOARD MEETING DATE CHANGE REQUEST (ACTION):

The College requested to change the date of the December Board of Trustees meeting from December 20, 2021, to December 13, 2021. This request was due to the College being closed on December 20 for winter break. Patrick Toth made a motion to approve the change in date, and Donna Henry seconded the motion. It passed 4-0.

### D. DISPOSITION OF SURPLUS (ACTION):

The beef program director requested to sell several bull calves and some heifer calves. The animal science instructor also requested to sell lambs. Patrick Toth made a motion to sell the animals at the Colby or Oakley sale barns. Donna Henry seconded the motion, and it passed 4-0.

### E. FINANCE COMMITTEE ASSIGNMENTS (ACTION):

The College requested to establish a year's schedule of Finance Committee members from January to December 2022. Each board member accepted one quarter, with two board members serving per quarter. Donna Henry made a motion to accept the

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assignment of board members to the Finance Committee, and Patrick Toth seconded the list of assignments. This passed 4-0.

**F. GRAMM-LEACH-BLILEY ACT (GLBA) (ACTION):**

This policy is being implemented per the request of the College's auditing firm. Patrick Toth made a motion to accept the policy, and Arlen Leiker seconded the motion. It passed 4-0.

**G. INDIVIDUAL EMAIL ACCOUNT POLICY (ACTION):**

The College's auditing firm suggested a policy to ensure compliance with federal and state laws and regulations regarding the preservation of archival records, and that email is retained and managed in accordance with the Colby Community College Records Retention Schedule. Donna Henry made a motion to recommend implementing the policy, and Patrick Toth seconded the motion. It passed 4-0.

**H. INTELLECTUAL PROPERTY POLICY (ACTION):**

The College's auditing firm recommended a policy to foster the creation and dissemination of knowledge and provide certainty in individual and institutional rights associated with ownership and distribution of benefits that may be derived from the creation of intellectual property. Donna Henry made a motion to accept this policy, and Patrick Toth seconded the motion. It passed 4-0.

**I. INTERSCHOLASTIC EQUESTRIAN ASSOCIATION (IEA) (DISCUSSION):**

The IEA is a nonprofit organization that gives youth in grades 4-12 the opportunity to compete in team and individual equestrian competition without the financial burden of owning a horse. This program will lead to increased teaching and coaching revenues for the College, an introduction to riding and showing for young adults, and expand interest in horsemanship and agriculture studies. This was a discussion item, and no action was necessary.

**J. LAUNDRY APPLIANCES RFP (ACTION):**

The College currently has a lease with Jetz Services for washers and dryers in the dorms. Because of issues with Jetz Services, the College initiated a request for proposals (RFP) to purchase 16 washers and dryers. The College recommended a proposal from Indoff-Allied Appliance for \$33,725.50. Funding will be split between COVID 19 funding and the Auxiliary Fund. A motion was made by Patrick Toth to accept this contract subject to being able to terminate the existing contract with Jetz. Donna Henry seconded the motion and it passed 4-0.

**K. NORTON CORRECTIONAL FACILITY OUTSTANDING BALANCE POLICY (ACTION):**

This item was tabled until the December meeting.

**L. POSTAGE MACHINE LEASE (ACTION):**

The College recommended entering into a contract with Midwest Connect for an annual cost of \$5,424 and a total of \$28,476 over 63 months. The contract reflects the cost of the equipment, software subscriptions, and maintenance. Donna Henry made a motion to accept this lease, and Patrick Toth seconded the motion. It passed 4-0.

**M. USE OF COMPUTERS/COLLEGE COMPUTING AND INFORMATION SYSTEMS POLICY (ACTION):**

The policy provides implied consent that each person with access to the College's computing resources is responsible for appropriate use and agrees to comply with all applicable College and departmental policies and regulations, and with applicable City, County, State, and Federal laws and regulations, as well as the acceptable use

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policies of affiliated networks and systems. Each user is subject to monitoring of all communications as well. Patrick Toth made a motion to accept this policy, and it was seconded by Arlen Leiker. It passed 4-0.

## **N. RESIGNATION (ACTION):**

Former assistant Men's Basketball Coach Trey Rakes submitted his resignation to accept a position with Coastal Carolina University. Donna Henry made a motion to accept the resignation as presented, and Patrick Toth seconded the motion. It passed 4-0.

## **O. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL**

At 5:47 p.m., the Board of Trustees went into executive session. A motion was made by Donna Henry for a 25-minute session, and this was seconded by Patrick Toth. It passed 4-0. At 6:12 p.m., the Board of Trustees requested 10 more minutes. A motion was made by Patrick Toth and was seconded by Donna Henry. It passed 4-0. At 6:23 p.m., the Board of Trustees returned to the open session.

- a. Action if Necessary: the Board of Trustees voted 4-0 to approve the termination of Lucas Peters.

## **V. FOUNDATION UPDATE:**

Dr. Carter presented Foundation information in Jennifer Schoenfeld's absence. The Annual Giving Campaign is underway, and the goal is to raise \$35,000. The Foundation annual meeting was on November 8, 2021.

## **VI. REPORTS:**

### **REPORTS FROM ADMINISTRATORS:**

1. Nikol Nolan, Vice President of Student Affairs, reported that her departments were very busy. The Registrar has developed academic plans for all students. Bennett Davis, Student Life, engaged students with Halloween activities. The Financial Aid department has improved to the point that students are no longer complaining about the service. The counselor has followed up on every student alert given to her office.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, reported that the graduation ceremony at the Norton Correction Facility was a success, with 50 students graduating. The College is pursuing the Rural Postsecondary and Economic Development Grant for approximately \$1.2 million. The College will begin recruiting students for the first Intercollegiate Equestrian Association team. This is open to students in grades 4-12 and will serve as a feeder to the various agriculture programs.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., had several follow-up items for the auditors and will begin writing the M.D. & A. letter. Furniture was delivered the first part of November, and the athletics department was a great help with the task. A lot of the old furniture was donated to various schools. The next delivery of furniture was scheduled for November 29 and 30.
4. Doug Johnson, Director of Public Information, shared that the Hall of Fame induction ceremony was scheduled for December 4, 2021. All five candidates planned to attend.
5. Mike Saddler, Athletic Director, highlighted the success of the men's and women's cross-country teams. The college volleyball season was over, with the high school volleyball all-star game played on November 14, 2021.

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6. President Carter congratulated Dr. Evans, Vice President of Academic Affairs, on her one-year anniversary with the College. He also expressed a special thank you to Bill Hancock for his work coordinating the furniture.

## **REPORTS AND COMMENTS:**

Board of Trustee members expressed many thanks to everyone. They were very pleased with the furniture donations and appreciated everyone's attendance and participation in the monthly board meetings.

## **ADJOURNMENT:**

Patrick Toth moved to adjourn and was seconded by Donna Henry. The motion passed unanimously. The meeting ended at 6:45 p.m.

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Secretary