

December 13, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 13, 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 November 15, 2021
- B. Resolution #5 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Colby Public Schools-Tennis Center MOU (Action)
- C. Collections Report (Action)
- D. Disposition of Surplus (Action)
- E. Election of Officers (Action)
- F. High Plains Mental Health Agreement (Action)
- G. Norton Correctional Write-Off Policy (Action)
- H. Policy Review (Academic Integrity-Student Handbook, Condolences and Other Recognition, Student Notification of Academic Integrity Infraction) (Action)
- I. Resignations (Action)

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.

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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, December 13, 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:

Quintin Flanagin, Patrick Toth, Audrey Hines, and Dr. Seth Carter were present. Jessica Vaughn and Donna Henry participate via zoom.

MEMBERS ABSENT:

None

OTHERS PRESENT:

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

II. INTRODUCTIONS:

None

III. APPROVAL OF THE CONSENT AGENDA:

Patrick Toth made a motion to amend the agenda to include item "J.", January Board Meeting Date Change. Audrey Hines seconded the motion and it passed 6-0. A motion was made by Jessica Vaughn to approve the consent agenda, and it was seconded by Audrey Hines. It passed 6-0.

BUSINESS

A. OLD BUSINESS:

None

B. COLBY PUBLIC SCHOOLS – TENNIS CENTER MOU (ACTION):

The Memorandum of Understanding (MOU) between the College and Unified School District 315 grants authority to the public school to discipline current district students who cause damage to the Colby Tennis Center. The MOU has already been reviewed and approved by the Colby public school board. Jessica Vaughn moved to accept the MOU, and this was seconded by Audrey Hines. It passed 6-0.

C. COLLECTIONS REPORT; (ACTION):

The College requested approval to send 36 new accounts to collections in the amount of \$46,547.77 (\$53,529.94 with a 15% penalty from the College). Also, the College requested to write off 18 accounts for a total of \$8,902.17. Audrey Hines moved to accept the collections accounts and the write-offs in the amounts stated, minus \$550 where a parent-signed account was sent to collections and not written off. Arlen Leiker seconded the motion and it passed 6-0.

D. DISPOSITION OF SURPLUS (ACTION):

The College administrative team requested approval to donate a horse to Miles of Smiles and to dispose of two Cardell veterinary monitors which no longer work. Donna Henry moved to approve the disposition of the horse and monitors, and Audrey Hines seconded the motion. It passed 6-0.

E. ELECTION OF OFFICERS (ACTION):

The election of officers was proposed for 2022 as follows: Dr. Seth Carter for Secretary, Arlen Leiker as KACCT Representative, Donna Henry as the Endowment

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Representative, Audrey Hines as the Treasurer, Jessica Vaughn as the Vice-Chairperson, and Quintin Flanagin as the Board Chair. A motion was made by Jessica Vaughn to approve the 2022 officers, and this was seconded by Audrey Hines. It passed 6-0.

F. HIGH PLAINS MENTAL HEALTH AGREEMENT (ACTION):

The agreement between the College and the High Plains Mental Health Agreement allows CCC nursing students to have clinical experiences at High Plains Mental Health. Audrey Hines made a motion to approve the agreement, and this was seconded by Arlen Leiker. It passed 6-0.

G. NORTON CORRECTIONAL WRITE-OFF POLICY (ACTION):

The College wrote a policy to ensure compliance with the Kansas Department of Corrections. It is the intention of the College to provide an education to all students that will give them an opportunity for employment after their release from the Norton Correctional Facility. The College agrees to write off any unpaid balances at the end of each semester through a specific general account. It is not the intention of the College to have balances for write-off and will do all that can be done to ensure that paperwork is correctly completed. The College will not send incarcerated students to collections. Audrey Hines made a motion to accept this policy, and Arlen Leiker seconded the motion. It passed 6-0.

H. POLICY REVIEW (Academic Integrity-Student Handbook, Condolences and Other Recognitions, Student Notification of Academic Integrity Infraction) (ACTION):

The Condolences and Other Recognition Policy was revised because it did not consider extenuating circumstances. Dr. Carter provided the example of a colleague at another institution who recently lost his spouse, and the policy did not allow the College to send flowers. The other two policies were not revised. Arlen Leiker made a motion to approve the policies as presented. Audrey Hines seconded the motion, and it passed 6-0.

I. RESIGNATIONS (DISCUSSION):

Resignations were submitted by Marilyn Sidebottom, nursing instructor, and Kara Cook, Adult Education instructor. Audrey Hines moved to accept the resignations as presented, and Arlen Leiker seconded the motion. It passed 6-0.

J. JANUARY 2022 BOARD OF TRUSTEE MEETING DATE CHANGE (ACTION):

The College requested a change in the Board of Trustee meeting date from January 17, 2022, to January 24, 2022. The College is closed on January 17 in observance of Martin Luther King Jr. Day. This date change has been made and approved in the past. Arlen Leiker moved to approve the date change, and it was seconded by Patrick Toth. It passed 6-0.

IV. FOUNDATION UPDATE:

Dr. Carter presented Foundation information in Jennifer Schoenfeld's absence. The Foundation was at 74% of the Annual Giving Campaign financial goal. The December Foundation board meeting was scheduled for 1:00 p.m. on the 14th.

V. REPORTS:

REPORTS FROM ADMINISTRATORS:

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1. Nikol Nolan, Vice President of Student Affairs, reported late fall registration was in full swing. Most students were moved out of the dorms except for a few international students. Two men released from the Norton Correctional Facility are continuing their education with the College.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, reported that the College was pursuing several additional articulation agreements with 4-year colleges and universities. She and the faculty are working on building an essentials skills curriculum (life skills) to embed in current curriculums across campus.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., has received drafts of the financial statements for the 2021 audit. He is currently working on the M.D.& A. letter to accompany the audit report. The furniture replacement is going well. Much of the furniture was donated to a variety of agencies.
4. Doug Johnson, Director of Public Information, reminded the Board members that the college offers text reminders for various events and emergency alerts. Anyone can contact Doug about receiving these texts.
5. Dr. Carter presented for Mike Saddler, Athletic Director. Dr. Carter received letters of appreciation for the athletic teams volunteering for community service projects. The baseball team loaded pallets of food for Genesis Thomas County Food Pantry. The athletes also participated in the Colby After School Program for elementary students, and this was greatly appreciated.
6. President Carter shared that Arlen Leiker had been nominated to serve as the vice-president of the KACCT.

REPORTS AND COMMENTS:

Board of Trustee members expressed many thanks to everyone for their hard work and appreciated the service projects taken on by students. Expressions for a great holiday were shared by all.

ADJOURNMENT:

Patrick Toth moved to adjourn and was seconded by Audrey Hines. The motion passed unanimously. The meeting ended at 5:45 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary