



February 21 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, February 21, 2022, 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 January 24, 2022
- B. Resolution #6 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Adult Ed. Van Replacement RFP (Action)
- C. Auditing Services RFP (Action)
- D. Blue Mountain Community College Articulation Agreement (Action)
- E. Carr Physical Therapy-MOA (Action)
- F. Check Signing Policy (Action)
- G. Cheyenne County Hospital-MOA (Action)
- H. Disposition of Surplus (Action)
- I. Lockable Parcel Units (Action)
- J. Norton Correctional Facility Tuition Rates (Action)
- K. Norton Correctional Facility Write-Off Request (Action)
- L. Owens Community College Articulation Agreement (Action)
- M. Policy Review (*Authorization to Bid Policy and Authorization to Sign Contracts and Agreements*) (Action)
- N. Purchase Card Manual (Discussion)
- O. Re-Side Prefabricated Metal Beef Barn RFP (Action)
- P. Resignation (Action)
- Q. Rhodes State MOA (Action)
- R. Executive Session
 - 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

Respectfully,
III. Adjournment

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.

February 21, 2022

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, February 21, 2022, 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.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Dr. Tiffany Evans, Nikol Nolan, Justin Villmer, Jennifer Schoenfeld, Doug Johnson, and Mike Saddler participated via zoom. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

No introductions.

APPROVAL OF THE CONSENT AGENDA:

Jessica Vaughn made a motion to add item "Q.", Board of Trustee Discussion, to the agenda and was seconded by Audrey Hines. It passed 6-0. A motion was made by Audrey Hines to approve the consent agenda and was seconded by Jessica Vaughn. It passed 6-0.

BUSINESS

A. OLD BUSINESS:

None

B. ADULT EDUCATION VAN REPLACEMENT R.F.P. (ACTION):

The College sought bids to replace the 2017 Dodge Grand Caravan SXT used by the Adult Education department. The College reached out to Colby Dodge, Tubbs & Sons Ford, and MC Auto regarding the RFP. Tubbs & Sons submitted the only proposal with two options: a new 2022 Ford Edge and a new Ford Escape. The current Adult Education vehicle will be used as an in-and-out trade with the College purchasing the vehicle for the College fleet. The administration team recommended accepting the Tubbs & Sons proposal for the 2022 Ford Edge in the amount of \$35,590 and trading the 2017 Dodge Grand Caravan for \$14,000 for a difference of \$21,590. On February 18, 2022, Mr. Tubbs notified Dr. Carter of a \$750 increase by the vehicle manufacturer, which made the sale difference \$22,340. The vehicle will be purchased with state adult education funds, not institutional funds. A motion was made by Jessica Vaughn to approve the trade-in cost and proposal with Tubbs & Sons. It passed 6-0.

C. AUDITING SERVICES (ACTION):

An RFP was issued in January 2022 seeking bids from companies to conduct an external audit with the College as well as the Colby Community College Foundation. Vendors that submitted a bid to the College were Adams Brown, BKD, BT&Co, P.A., and the Loyd Group. The College administrative team recommended accepting the bid from the Loyd Group, LLC, which is based out of Galva, KS, and audits several other community colleges in Kansas. Their bid recommended a substantial decrease in cost to the Foundation but a large increase to the College, which, as a whole, had the lowest cost over three years. Board member Flanagin recused himself

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from voting because of his professional knowledge. A motion was made by Audrey Hines to accept the RFP as presented. This was seconded by Patrick Henry and passed 5-0.

D. BLUE MOUNTAIN COMMUNITY COLLEGE ARTICULATION AGREEMENT (ACTION):

A current articulation agreement for the College's veterinary nursing program and Blue Mountain College was presented. Donna Henry made a motion to accept the memorandum of agreement. This was seconded by Arlen Leiker and passed 6-0.

E. CARR PHYSICAL THERAPY-MOA (ACTION):

A new clinical agreement between the College and Carr Physical Therapy in Springfield, MO, was reviewed. Jessica Vaughn made a motion to accept the memorandum of agreement, and it was seconded by Donna Henry. It passed 6-0.

F. CHECK SIGNING POLICY (ACTION):

The College requires a Board of Trustee signature if a check is \$20,000 or more. Any check for \$4,999 or less generated by the College requires a minimum of one live signature from an administrator. A check for \$5,000 or more requires two administrator signatures up to \$19,999. Any amount of \$20,000 or higher requires three signatures (two administrators and one Board of Trustee member). Arlen Leiker moved to approve the policy as presented and Donna Henry seconded the motion. It passed 6-0.

G. CHEYENNE COUNTY HOSPITAL-MOA (ACTION):

Trustees reviewed a standard MOA between the College and Cheyenne County Hospital in St. Francis, KS, allowing College students to perform clinicals. This is a new agreement requiring the board's approval. Audrey Hines moved to accept the MOA and was seconded by Patrick Toth. It passed 6-0.

H. DISPOSITION OF SURPLUS (ACTION):

The College recommended the disposal of 277 books that are either outdated or obsolete. These books will be given to Better World Books or recycled. Donna Henry moved to accept the disposition of surplus and was seconded by Patrick Toth. It passed 6-0.

I. LOCKABLE PARCEL UNITS (ACTION):

The College administrative team requested approval to purchase a three-tower lockable parcel system from Quadiant. The lockable parcel system will have 45 individual lock boxes that will allow FedEx, UPS, and UPSP to place in-bound packages for employees or students. The lockable system will be located near the café entrance available to students during the day, evening or weekends. The College also requested to make the purchase utilizing NASPO, a state of Kansas pricing consortium, since there are no known local vendors for this system. The initial price of the equipment is \$26,420.50, which includes delivery and installation. An annual operating cost for hardware and software maintenance will be \$3,154.20. The purchase will be made using the American Rescue Plan COVID-19 relief funds, and ongoing costs will be paid out of the mailroom's general budget. Audrey Hines made a motion to accept the purchase as presented and was seconded by Donna Henry. It passed 6-0.

J. NORTON CORRECTIONAL FACILITY TUITION RATES (ACTION):

The College requested the following tuition rates for the Sustainable/Renewable Energy and Welding technology programs at the Norton Correctional Facility:

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Sustainable/Renewable Energy at \$225 per credit hour and welding at \$250 per credit hour. The rates reflect the cost of delivering the programs at the N.C.F. and are effective in fall 2022. Arlen Leiker moved to accept the tuition rates and Jessica Vaughn seconded the motion. It passed 6-0.

K. NORTON CORRECTIONAL FACILITY WRITE-OFF REQUEST (ACTION):

The College administrative team requested to write off \$67,577 for the spring 2021 semester and \$51,108 for the fall 2021 semester for students enrolled at the N.C.F. These students are enrolled in programs that are either second-chance Pell-eligible or AO-K eligible. Neither one provides sufficient funds to fully cover student balances. Because of this, the College requested to write off the account balances and not pursue collections. There is another group of students who are not eligible for either of these funding opportunities and are allowed to enroll at no charge, so the College would write off their accounts as well. A motion was made by Arlen Leiker to accept the write-off of \$119,406.59. Donna Henry seconded the motion and it passed 6-0.

L. OWENS COMMUNITY COLLEGE ARTICULATION AGREEMENT (ACTION):

Trustees reviewed a new articulation agreement for the veterinary nursing program. General education classes will be completed at Owens Community College, and the veterinary nursing distance classes will be completed with Colby Community College. Audrey Hines made a motion to accept the articulation agreement as presented and was seconded by Jessica Vaughn. It passed 6-0.

M. POLICY REVIEW (Authorization to Bid Policy and Authorization to Sign Contracts & Agreements (ACTION):

Two policies were reviewed, with the Authorization to Sign Contracts and Agreements being recommended for revisions. No changes were recommended for the Authorization to Bid Policy. Both policies were reviewed because they were referenced in the new check signing policy. A motion was made by Jessica Vaughn to accept the policy with revisions. This was seconded by Audrey Hines and passed 6-0.

N. PURCHASE CARD MANUAL (DISCUSSION):

The Purchase Card manual was provided to the Board of Trustees for informational purposes and required no action. The College administrative team wanted the Board of Trustees to be aware of operational and efficiency changes that were occurring.

O. RE-SIDE PRE-FABRICATED METAL BEEF BARN (ACTION):

Straight Edge Construction was the only vendor who responded to the RFP. Their proposal met with the College's goals and required a completion date of June 13, 2022. The total replacement cost is \$32,475, paid with the Maintenance of Effort funds, not institutional funding. A motion was made by Patrick Toth to accept the bid from Straight Edge Construction for \$32,475. Donna Henry seconded the motion and it passed 6-0.

P. RHODES STATE MOA (ACTION):

Trustees reviewed an articulation agreement between the College's veterinary nursing program and Rhodes State College. General education courses will be completed at Rhodes State, and the veterinary nursing courses will be completed with the College. Arlen Leiker made a motion to accept the MOA and was seconded by Jessica Vaughn. It passed 6-0.

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Q. BOARD OF TRUSTEE SELF-EVALUATION (DISCUSSION):

The Board of Trustees discussed their annual performance, areas of strength, and opportunities for improvement. No formal action was required for this item.

R. RESIGNATIONS (ACTION):

Mrs. Jori Steele, Beef Production Director/Instructor, resigned due to her family relocating out of state. Jessica Vaughn made a motion to accept the resignation, and it was seconded by Audrey Hines. It passed 6-0.

S. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

At 6:11 p.m., Arlen Leiker made a motion to enter into an executive session for non-elected personnel with the Board of Trustees and Dr. Carter for 30 minutes. The board reconvened in an open session at 6:42 p.m. No action was taken.

III. FOUNDATION UPDATE:

Jennifer Shoenfeld, Foundation Director, thanked Justin Villmer for taking the lead on the audit R.F.P. The cost savings to the Foundation was greatly appreciated. The annual meeting will be held Monday, March 28, 2022, at 6:00 p.m. Livestock judging alumni have asked for a reunion that will be held on August 20, 2022.

IV. REPORTS:

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, reported that Junior Day was held on February 9 with a record turnout of 90 students. Between 40 to 50 parents and counselors also attended. Ron Freeman was scheduled to present on Feb. 22 at a community session.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, shared that the College is now Title III eligible. The Guidance Pathways initiative started during the week.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., discussed the history of the College's long-term debt, including revenue bonds and the refinancing of some of the long-term debt. Justin gave a "shout-out" to Dr. Evans and Chriss Ellison for their work on the Perkins V Comprehensive Local Needs Assessment. The annual spending budget analysis is underway, and he is meeting with staff and faculty to gather information to prepare for the new budget.
4. Doug Johnson, Director of Public Information, shared that Dr. Carter is one of 13 college presidents to receive the Shirley B. Gordon Award of Distinction, Phi Theta Kappa's (PTK) most prestigious award for community college presidents. President Carter will attend the regional meeting in Denver, CO, in April to accept his award.
5. Mike Saddler, Athletic Director, shared that CCC hosted the district wrestling tournament on February 12 and gave a huge thank you to everyone who helped with the event. Baseball and softball teams have started their seasons.
6. President Carter appreciated Arlen Leiker's participation with N.L.S. Senator Moran was scheduled to be on campus on February 24th, and he would like to make a formal announcement on the new agricultural building.

REPORTS AND COMMENTS:

Board of Trustee members expressed many thanks to everyone for their hard work. Thank you to all of the administrators for providing reports that are so thorough and detailed. Many shout-outs went to Dr. Carter for his leadership with the College.

ADJOURNMENT:

The meeting was adjourned at 7:12 p.m.

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Signed: _____ Chairperson

Signed: _____ Secretary