

December 12, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 12, 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 21, 2022
- B. Resolution #5 (as presented in the finance packet)

IV. Business

- A. Old Business
  - a. Laptop Replacement RFP-Phase I (Action)
- B. Castle Branch Contract (Action)
- C. Disposition of Surplus (Action)
- D. Election of Officers (Action)
- E. Haybarn RFP (Action)
- F. Operational Report (Discussion)
- G. Policy Review (*Performance-Based Scholarship*)-(Action)
- H. Rabies Policy (Action)
- I. Request to Move Board of Trustees Meeting (Action)
- J. Resignation (Action)

V. Foundation Update

VI. Reports

- A. Reports from administrators
  - 1. Nikol Nolan, Student Affairs
  - 2. Tiffany Evans, Academic Affairs
  - 3. Sheri Knight, Business Affairs
  - 4. Doug Johnson, Public Information
  - 5. Mike Saddler, Athletics
  - 6. Seth Carter, President

VII. Reports and Comments

- A. Comments from Trustees
- B. Public Comments/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.

December 12, 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, December 12, 2022, at 5:11 p.m.

### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

Quintin Flanagin and Jessica Vaughn were absent.

### OTHERS PRESENT:

Sheri Knight, Vice President of Business Affairs, Doug Johnson, Director of Public Affairs; Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Mike Saddler, Athletic Director, and Sloane Enninga from the Colby Free Press. Chriss Ellison recorded the minutes.

## II. INTRODUCTIONS:

None.

## III. APPROVAL OF THE CONSENT AGENDA:

Donna Henry moved to accept the consent agenda, and Patrick Toth seconded the motion. The motion passed 4-0.

## IV. BUSINESS

### A. OLD BUSINESS:

Laptop Replacement RFP-Phase 1 (Action):

The College administrative team recommended the selection of SHI, HP ProBook 450 G9-i7 for a total of \$83,029.50. Audrey Hines made a motion to accept the bid, and it was seconded by Donna Henry. It passed 4-0.

### B. CASTLE BRANCH CONTRACT (ACTION):

This is a contract agreement to use Castle Branch for the Veterinary Nursing program's rabies vaccine provider. Any program with AVMA accreditation is required to have students vaccinated for rabies. The fees for this service are paid by the students (\$43). Patrick Toth made a motion to approve the contract, and it was seconded by Donna Henry. It passed 4-0.

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

The administrative team at the College requested to dispose of two pitching machines, a chinchilla and its cage. Patrick Toth made a motion to accept the request, and Donna Henry seconded the motion. It passed 4-0.

### D. ELECTION OF OFFICERS (ACTION):

The officers for the 2023 year are as follows: Dr. Seth Carter, Secretary; KACCT Representative is Arlen Leiker; Endowment Representative is Donna Henry; Treasurer is Audrey Hines, who agreed to serve another year in this capacity; Vice Chairperson is Patrick Toth, who is replacing Jessica Vaughn; Board Chairperson is Quintin Flanagin who agreed to serve another year in this capacity. Audrey Hines made a motion to accept the full slate of officers as presented, and this was seconded by Donna Henry. The motion passed 4-0.

### E. HAYBARN RFP (ACTION):

This RFP was to replace the former haybarn at the College farm, which burned down in October 2022. The College reached out to four vendors: Leitner Buildings, LLC., Morton Buildings, Stephen Construction, and VAP Construction. The administrative

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team at the College recommends the selection of Leitner Buildings, LLC., in the amount of \$59,985. Audrey Hines made a motion to accept this bid, and it was seconded by Donna Henry. The motion passed 4-0.

**F. OPERATIONAL REPORT (DISCUSSION):**

Trustees reviewed the annual summation as to how the College has performed in relation to its Strategic Plan.

**G. POLICY REVIEW (PERFORMANCE-BASED SCHOLARSHIP) (ACTION):**

This policy had one small modification where the language of the Executive Vice President was removed and replaced with the Vice President of Academic Affairs or the Vice President of Student Affairs. Patrick Toth made a motion to accept the revisions as presented, and Donna Henry seconded the motion. It passed 4-0.

**H. RABIES POLICY (ACTION):**

This policy is required by the American Veterinary Medical Association (AVMA). The Veterinary Nursing program requires all students to complete the pre-exposure human rabies immunization series or submit proof of a protective rabies antibody prior to live animal use. Patrick Toth made a motion to accept the policy, and it was seconded by Donna Henry. It passed 4-0.

**I. REQUEST TO MOVE BOARD MEETING (ACTION):**

The College administrative team requested to move the January 16, 2023, Board of Trustee meeting to Monday, January 23, because the College is closed on January 16 to observe Martin Luther King, Jr. Day. A motion was made by Donna Henry to move the date of the meeting, and it was seconded by Audrey Hines. It passed 4-0.

**J. STANLEY CARR AGRICULTURAL CENTER RENOVATION (ACTION):**

The administrative team at the College requested authority to complete the remodel of the Stanley Carr Agricultural Center (Phase II) and complete the dog runs for the Veterinary Nursing program (Phase III) in the 2022-23 fiscal year by issuing a change order with Stephens Construction, not to exceed \$2,000,000. The recommendation was made because it is believed to be in the students' best interest and will allow the College to complete this project in the most cost-effective and efficient manner (projected to be completed by August 2023). Audrey Hines made a motion to approve the change order request as presented, and it was seconded by Donna Henry. This passed 3-1, with Patrick Toth serving as the dissenting vote.

**K. RESIGNATIONS (ACTION):**

The following resignations were presented to the Board of Trustees: Endowment Director Jennifer Schoenfeld, who accepted a position with Citizen's Medical Center; Educational Program Specialist, Sara Sloan, for personal reasons; Veterinary Nursing Enrollment & Retention Specialist, Mandy Quenzer, to become an entrepreneur. Audrey Hines made a motion to accept the resignations as presented, and this was seconded by Donna Henry. The motion passed 4-0.

**V. FOUNDATION UPDATE:**

Dr. Carter reported in the absence of the Foundation director. The current director's last day will be January 15, 2023. The Foundation has received some excellent scholarship funds.

**VI. REPORTS:**

1. Nikol Nolan, Vice President of Student Affairs, gave a "shout-out" to the Student Support Services group (TRIO) for their efforts in working with their students to practice

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final exams. The extra dedication to these students provided confidence and willingness to be successful as they completed the end of the semester.

2. Dr. Evans, Vice President of Academic Affairs, shared that faculty and staff were growing into their positions and gaining confidence and skills to be successful. Many of the initiatives introduced this past semester are finally coming together.
3. Sheri Knight, C.F.O and Vice President of Business Affairs, said the auditors still had additional questions, and the business office was diligently working to respond to them.
4. Doug Johnson, Director of Public Information, discussed the issues and concerns with the billboards that the College rents. The College is working towards having new vinyl on the billboards.
5. Mike Saddler, Athletic Director, shared that he is working on tidying up loose ends on team activities in the fall semester. He also talked about several past CCC athletes who are still very successful in athletics at different colleges and universities.
6. President Carter shared that the College continues to rank very high on different surveys, such as highest graduation rates, highest wage placement rate, and the highest rate of enrollment. This is a testament to the hard-working employees of the College.

## **VII: REPORTS AND COMMENTS:**

Board of Trustee members wished everyone a Merry Christmas. Everyone was very pleased to learn that all of the Dental Hygiene graduates already have jobs. It was great to see student volunteers in the community.

## **VIII: ADJOURNMENT:**

Patrick Toth moved to adjourn, and Donna Henry seconded the motion. It passed 4-0, and the meeting adjourned at 5:49 p.m.

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

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