

February 19, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, February 19, 2024, at 5:00 p.m.** in Room 106, Student Union, 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 22, 2024
- B. Resolution #7 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Board Member Selection (Action)
- C. Board of Trustees Self-Evaluation (Discussion)
- D. Barclay Articulation Agreement (Action)
- E. Disposition of Surplus (Action)
- F. Kit Carson County Hospital Memorial Hospital MOA (Action)
- G. Nursing NCLEX Exam Prep RFP (Action)
- H. Nursing Exam Management RFP (Action)
- I. Policy Review (Open Records Request) Action
- J. 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. Sheri Knight, Business Affairs
  - 4. Doug Johnson, Public Information
  - 5. Kenny Hernandez, 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**  
**February 19, 2024**

CCC Mission: **Challenge** students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences

**I. CALL TO ORDER**

The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in the Robert Burnett Student Union, Room 106, on Monday, February 19, 2024, at 5:00 p.m.

**MEMBERS PRESENT**

Arlen Leiker, Donna Henry, Patrick Toth, Jessica Vaughn, and Dr. Seth Carter. Audrey Hines joined via Zoom.

**OTHERS PRESENT**

Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Melissa Rickford, Institutional Advancement Director; Kenny Hernandez, Athletic Director; Todd Ohlogge, IT Director; and Deb Bickner, English Instructor. Doug Johnson recorded the minutes.

**AGENDA AMENDMENT**

Jessica Vaughn made a motion to remove items "V. Foundation Update" and "VI. Administrative Reports" due to the length of the agenda. Audrey Hines seconded the motion, and it carried 5-0.

**II. INTRODUCTIONS**

Candidates for the open board seat introduced themselves: Sandy Wilks, Mike Hamilton, Zack Odell, and Jo Kraus.

**III. APPROVAL OF THE CONSENT AGENDA**

Donna Henry moved to accept the consent agenda that included the Jan. 22, 2024 meeting minutes, employee contracts, and Resolution No. 7, as presented in the finance packet. Arlen Leiker seconded the motion, and it passed 5-0.

**IV. BUSINESS**

**A. Old Business**

No old business was brought before the Board.

**B. Board Member Selection**

Candidates left the room and returned individually in alphabetical order to give a presentation and answer questions from Trustees. After Trustees submitted votes in writing, President Carter tallied the ballots and read the results. Candidate Zack Odell had four votes, and Michael Hamilton had one vote. Mr. Odell remained at the meeting as a non-voting member. The Thomas County Clerk will swear him in within

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the week, and his term ends in Dec. 2028.

## **C. Board of Trustees Self-Evaluation**

The Board reviewed areas of strength and opportunities for improvement. No action was taken.

## **D. Barclay Articulation Agreement**

The agreement is a “3 + 1” arrangement for the Associate Degree in Nursing program. A student can complete three years at Colby Community College and transfer to Barclay College (Haviland, KS) to complete a Bachelor of Science in Nursing online.

Jessica Vaughn moved to accept the articulation agreement with Barclay College as presented. Donna Henry seconded the motion, which passed 5-0.

## **E. Disposition of Surplus**

Trustees review a list of books submitted by the H.F. Davis Library for disposal at the landfill or donating them to Better World Books:

Donna Henry made a motion to approve the Disposition of Surplus as presented, which Arlen Leiker seconded. The motion passed 5-0.

## **F. Kit Carson County (Colorado) Hospital Memorandum of Agreement**

Trustees reviewed the standard agreement between Colby Community College and Kit Carson County Memorial Hospital for nursing students to complete clinicals.

Jessica Vaughn seconded a motion by Donna Henry to approve the Memorandum of Agreement as presented. The motion passed 5-0.

## **G. Nursing NCLEX Exam Prep RFP**

CCC requested proposals to purchase a Next Gen NCLEX complete exam preparation platform for up to 30 associate degree nursing (ADN) students and up to 30 practical nursing (PN) students annually. Nurse Think/Nurse Tim Inc. was the only vendor to submit a bid, for \$54,260.10. Because the vendor met the requirements in the RFP, the College recommended Nurse Think/NurseTim Inc. The funds for the project will be paid through student fees and the Kansas Nursing Initiative Grant, excluding the PN segment.

Donna Henry moved to approve the Nursing NCLEX exam platform bid from Nurse Think/NurseTim Inc. for \$54,260.10. She was seconded by Jessica Vaughn. The motion passed 5-0.

## **H. Nursing Exam Management RFP**

CCC requested proposals to purchase a nursing exam management and digital assessment tool for up to 30 associate degree nursing (ADN) students and up to 30 practical nursing (PN) students annually. ExamSoft by Turnitin was the only vendor

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to submit a bid, for \$15,666.50. The vendor met all of the specifications in the RFP, and the College recommended ExamSoft. The funds for the project will be paid through student fees and the Kansas Nursing Initiative Grant, excluding the PN segment.

Jessica Vaughn moved to accept the Nursing Exam Management bid from ExamSoft for \$15,666.50. Arlen Leiker seconded the motion, which passed 5-0.

## **I. Policy Review (Open Records Request)**

The Open Records Request Policy was updated to address the influx of open records requests received by the College.

Jessica Vaughn made a motion to accept the amended policy. Donna Henry seconded the motion, which carried 5-0.

## **J. Executive Session**

At 6:48 p.m., Donna Henry moved to enter into a 30-minute executive session with the five Trustees and President Carter. Jessica Vaughn seconded the motion, which passed 5-0.

At 7:18 p.m., Trustees returned to an open session. At 7:19 p.m., Arlen Leiker moved to enter into a 15-minute executive session with Trustees and President Carter. Donna Henry seconded the motion, which passed 5-0.

At 7:34 p.m., Trustees returned to an open session. Audrey Hines left the meeting during the executive session. Jessica Vaughn moved to terminate the contract of Dillon McConney, Adult Education instructor at the Norton Correctional Facility. Donna Henry seconded the motion; it passed 4-0.

## **V. Foundation Update**

No Foundation update was given due to time constraints.

## **VI. Reports**

No reports from administrators were given due to time constraints.

## **VII. Comments from Trustees**

There were no comments from the Trustees.

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## VIII. Adjournment

At 7:35 p.m., Arlen Leiker moved to adjourn; Donna Henry seconded the motion, which passed 4-0.

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

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