

July 15, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 15, 2024, at 5:00 p.m.** in the Board Room of 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 June 17, 2024
- B. Resolution #12 (as presented in the finance packet)

IV. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Angel Morrison, Academic Affairs
 - 3. Sheri Knight, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Kenny Hernandez, Athletics
 - 6. Seth Carter, President

V. Foundation Update

VI. Business

- A. Old Business
 - a. Section B. Assessment of Damages (Action)
- B. Pool (Discussion)
- C. App Privacy Policy (Action)
- D. Canvas Studio Contract (Action)
- E. City of Colby Easement Request (Action)
- F. Computer Labs RFP Phase II (Action)
- G. Delta Health PTA Clinical Agreement (Action)
- H. Disposition of Surplus (Action)
- I. Incentive-Based Enrollment Policy (Action)
- J. Indigenous Student Tuition Policy (Action)
- K. Policy Review (Code of Conduct) (Action)
- L. Recruitment Code of Conduct Policy (Action)
- M. Revenue Neutral Rate (Action)
- N. Rodeo Stock Contractor RFP (Action)
- O. Roof Replacement- Library RFP (Action)
- P. Roof Replacement- Student Union RFP (Action)
- Q. Student Complaint Policy (Action)
- R. Resignations (Action)

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
July 15, 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 Thomas Hall on Monday, July 15, 2024, at 5:00 p.m.

MEMBERS PRESENT

Patrick Toth, Arlen Leiker, Donna Henry, Jessica Vaughn, Audrey Hines, Zack Odell, and Dr. Seth Carter.

MEMBERS ABSENT

OTHERS PRESENT

Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Angel Morrison, Vice President of Academic Affairs; Melissa Rickford, Institutional Advancement Director; Deb Bickner, Faculty Alliance President; Todd Ohlrogge joined via Zoom. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

Dawn Stephens, Kayla Finley, Shea Finley, Briel Finley, Abigail Finley, Kourtney Finley, Sharon Stramel, and Deb Norman.

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines moved to accept the consent agenda that included the June 17, 2024, meeting minutes, employee contracts, and Resolution No. 12, as presented in the finance packet. The motion was seconded by Arlen Leiker and passed 6-0.

IV. Reports

1. Nikol Nolan, Student Affairs
Executive Vice President Nolan said the volleyball players will be arriving July 28.
2. Academic Affairs, Angel Morrison
Vice President Morrison reported that Kimberly Voeller started at the Trojan Advising Center in June. She filled the position vacated by Taylen Hubbell, who was hired to teach English at CCC. Sandra Koon has added bilingual services to her responsibilities in the Advising Center. Vice President Morrison is also working on changes to the course schedule and filling faculty positions.
3. Sheri Knight, Business Affairs
Vice President Knight said the municipal budget is finished. The Business Office is preparing for the audit.

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4. Doug Johnson, Public Relations

Assets were submitted to the publisher for the Annual Report, which is expected to be printed and ready for presentation to the Board at the September meeting.

5. Kenny Hernandez, Athletics

President Carter reported for Director Hernandez, who was in Hesston at the Jayhawk Conference and Region IV meetings. Dr. Carter said Colby's 3.225 GPA ranked second in the Jayhawk Conference. Volleyball's 3.84 GPA led the conference and ranked among the best in the country. Timothy Servis has been hired as the new men's and women's head cross-country coach.

6. Seth Carter, President

Dr. Carter said the installation of roofs at the college farm is nearly complete, and the dental hygiene lab renovation will be finished soon. The bathroom remodel projects in Thomas Hall and the Student Union will be done before students return in August. President Carter said he was attending the Board of Regents retreat at the end of July. The community college state appropriations request had been submitted.

V. Foundation Update

Melissa Rickford reported that the Foundation is reviewing the database software features for increased planning and efficiency. The Endowment is preparing for the audit. Foundation assistant Hayley Pierce is doing a good job and handling various tasks.

VI. BUSINESS

A. Old Business

Assessment of Damages:

At the June Board of Trustees meeting, the Board voted to enforce a \$500 penalty on Rachel Blomquist. Ms. Blomquist provided her resignation on the day of the Board meeting (June 17, 2024). This did not allow the College time to provide Ms. Blomquist three days' notice as described in the Master Agreement. This was brought forward as an "Old Business" line item to allow Ms. Blomquist to meet with the Board and ensure compliance with the Master Agreement. The administrative team again requested that the \$500 penalty be assessed.

Jessica Vaughn made a motion to assess approve the assessment of damages. She was seconded by Arlen Leiker. The motion passed 6-0.

B. Pool

President Carter shared a bid dated April 24, 2024, from Continental Pools, Inc., which anticipated the cost to repair the pool to be \$372,000, with \$50,000 allotted for the heaters. Glassman provided a heater replacement cost of \$84,395 on March 28, 2024). It is expected the repair cost would logically be closer to \$406,395. The repair costs do not include the cost of an electrician, which was omitted from the Continental Pools bid. In 2015, the annual isolated expense of operating the pool was approximately \$160,000. The pool also raises the College's liability insurance.

Dr. Carter noted that the pool is not involved with any of the College's educational

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offerings. Due to decisions from the Kansas Board of Regents, the College will have to offer a 60-credit-hour associate degree. The P.E. courses will be cut from degree requirements.

Trustees heard from community members Dawn Stephens and Kourtney Finley, who expressed support for continuing operation of the College's swimming pool.

This was a discussion item.

C. App Privacy Policy

Trustees reviewed a privacy policy that specifically addresses how user data is used for the college radio station's app.

Jessica Vaughn moved to approve the App Privacy Policy as presented. She was seconded by Donna Henry. The Motion passed 6-0.

D. Canvas Studio Contract

The College requested to enter into a four-year agreement with Canvas to adopt Canvas Studio. Canvas is the College's learning management system. The price breakdown of this contract is as follows:

Year One - \$7,477.50 (\$1,620 implementation fee);
Year Two-\$6,155.70;
Year Three-\$6,464.55,
Year Four-\$6,784.05, for a total cost of.

The total is \$26,881.8. Implementation will save the College a couple of thousand dollars annually and it replaces another service.

Audrey Hines moved to approve the Canvas Studio contract as presented. Zach Odell seconded her, and the motion passed 6-0.

E. City of Colby Easement Request

The agreement between the College and the City grants the City the authority to receive a utility easement along College Drive. This will ultimately upgrade the College's underground utilities.

A motion was made by Audrey Hines to approve the City of Colby easement request and Zack Odell seconded the motion. It passed 6-0.

F. Computer Labs RFP Phase II

The College received bids to replace three computer labs on campus. Submitting bids were: Connection (\$82,080); SHI (\$88,042.44); Howard (\$94,962); Zones (\$90,694.44); Government Goods (\$88,604.22); Eastern Data Inc. (\$85,614); CDW-G (\$88,200.66); Southern Computer Warehouse (\$84,990.42); and STS Education (\$95,418.00). Every vendor bid the same HP Pro 400 G9. The administrative team at

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Colby Community College recommended the selection of Connection with the lowest bid of \$82,080.

Jessica Vaughn moved to approve the bid as presented and was seconded by Arlen Leiker. The motion carried 6-0.

G. Delta Health PTA Clinical Agreement.

Trustees reviewed a standard clinical agreement between Colby Community College and Delta Health for students in the Physical Therapist Assistant program.

Donna Henry moved to approve the agreement. Arlen Leiker seconded the motion, which passed 6-0.

H. Disposition of Surplus

Trustees reviewed a list of items that were being removed from the Physical Therapist Assistant program.

Audrey Hines moved to approve the disposition of surplus, which Donna Henry seconded. The motion passed 6-0.

I. Incentive-Based Enrollment Policy

The Board reviewed the policy required by the Veterans Affairs Administration.

Jessica Vaughn moved to accept the policy as presented. Zack Odell seconded the motion, which passed 6-0.

J. Indigenous Student Tuition Policy

Trustees reviewed the Indigenous Student Tuition policy required by the State of Kansas. Students proving membership with one of the listed tribes receive the College's current in-state tuition.

Zack Odell made a motion to accept the policy as presented. Audrey Hines seconded the motion, which passed 6-0.

K. Policy Review: Code of Conduct

Several changes were made to the Student Code of Conduct with an emphasis on the expectations of students.

Donna Henry moved to accept the policy updates as presented. Audrey Hines seconded the motion, which passed 6-0.

L. Recruitment Code of Conduct Policy

The Board reviewed the policy required by the Veterans Affairs Administration.

Zack Odell made a motion to accept the policy as presented. Arlen Leiker seconded the motion, which passed 6-0.

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M. Revenue Neutral Rate

The College recommended exceeding the revenue neutral rate, even though the mill levy will be lowered. The College decided to exceed the rate out of caution and fiscal stewardship because final valuations will not be known for several months.

Jessica Vaughn moved to exceed the revenue-neutral rate. Arlen Leiker seconded the motion. The roll call vote was unanimous, 6-0.

N. Rodeo Stock Contractor RFP

The College received one bid for the annual rodeo from Greenleaf Bothers Cattle Company for \$25,000.

Audrey Hines moved to accept the bid for \$25,000 as presented. Donna Henry seconded the motion, which passed 6-0.

O. Roof Replacement RFP: Library

Colby Community College sought competitive bids for the work on the H.F. Davis Library roof. The roof consists of adhered rubber roofing, insulation, and a metal roof and gutter system. It is approximately 2,400 SQ. FT. Flat roof—10,500 SQ.FT. metal roof. The College received one bid from Roofmasters in the amount of \$336,963. This bid materially met the requirements of the proposal. It was recommended that the bid in the amount of \$336,963 from Roof Masters be accepted.

Jessica Vaughn made a motion to accept the bid from Roofmasters. It was seconded by Zack Odell and passed 6-0.

P. Roof Replacement RFP: Student Union

Colby Community College sought competitive bids for work on the Student Union roof. The roof consists of adhered rubber roofing, a gravel-built-up roof, and fiberglass insulation. The approximate SQ. FT. is 25,000. The College received two bids for the project: one from Roofmasters for \$241,990 and the other from Meridian Roof Solutions for \$256,850. The administrative team recommended the selection of Roofmasters for \$241,990.

Arlen Leiker moved to accept Roofmasters' bid. Donna Henry seconded it, and it passed 6-0.

Q. Student Complaint Policy

Trustees reviewed updates to the Student Complaint Policy, which formalizes the process for students initiating complaints and provides guidelines and assistance.

Zack Odell moved to approve the policy updates as presented. Donna Henry seconded the motion, which passed 6-0.

R. Resignations

Assistant Director of Student and Residential Life Jessie Czarnecki and A&P Instructor Dr. Michael Samuels submitted resignations. Per the Master Agreement, President Carter requested that the Board penalize Dr. Samuels 10% of his salary.

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Zack Odell moved to accept the resignations as presented, and Donna Henry seconded. The motion passed 6-0.

Arlen Leiker made a motion to assess a 10 percent penalty of \$5,455 to Dr. Samuels. Zack Odell seconded the motion, which passed 6-0.

VII. Reports and Comments

Comments from Trustees:

Audrey Hines thanked everyone and welcomed Angel Morrison as the new vice president of academic affairs. Zack Odell was complimentary of the CCC volleyball jamboree and heard positive comments. Arlen Leiker thanked everyone and congratulated Mrs. Morrison on her new position. Jessica Vaughn praised the practical nursing program and congratulated Nikol Nolan on being named executive vice president. Patrick Toth thanked the administration for completing a series of compliance reports. He also liked the idea of scholarship recipients sending notes to the donors. Donna Henry is impressed with the large number of faculty and staff who reviewed the scholarship applications.

VIII. Adjournment

At 6:27 p.m., the meeting adjourned.

Signed: _____
Chairperson

Signed: _____
Secretary