

October 21, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, October 21, 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 September 16, 2024
- B. Resolution #3 (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
- B. Colby Commitment Scholarship Renewal (Action)
- C. Consolidated Management Contract Renewal (Action)
- D. Guymon PT and Wellness at SWMC PTA Contract (Action)
- E. November Board of Trustees Meeting Date (Action)
- F. Pat Keiser Food Bank Naming Request (Action)
- G. Policy Review (*Admissions to College Activities and Bereavement Leave*) (Action)
- H. Strategic Plan Review (Discussion)
- I. WaterMark Contract Renewal (Action)
- J. Resignation (Action)
- K. Executive Session
  - a. Action if Necessary

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**

### **October 21, 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, October 21, 2024, at 5:00 p.m.

#### **MEMBERS PRESENT**

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

#### **MEMBERS ABSENT**

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#### **OTHERS PRESENT**

Sheri Knight, Vice President of Business Affairs; Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; and Melissa Rickford, Institutional Advancement Director. Dana Juenemann joined via Zoom. Doug Johnson recorded the minutes.

#### **II. INTRODUCTIONS**

There were no introductions.

#### **III. APPROVAL OF THE CONSENT AGENDA**

Audrey Hines moved to accept the consent agenda that included the September 16, 2024, meeting minutes, employee contracts, and Resolution No. 3, as presented in the finance packet. Jessica Vaughn made a motion to approve the consent agenda with a correction to the minutes that the executive session ended at 6:00 rather than 6:01 p.m., and the Trustees returned to an open session at 6:00 p.m. The motion was seconded by Zack Odell and passed 6-0.

#### **IV. REPORTS FROM ADMINISTRATORS**

##### **1. Nikol Nolan, Student Affairs**

President Carter reported on behalf of Executive Vice President Nolan. Senior Day will be on Oct. 30.

##### **2. Academic Affairs, Angel Morrison**

Vice President Morrison said the Ag Department is hosting Halloween 'N Horses on Oct. 29 at the College farm.

##### **3. Sheri Knight, Business Affairs**

Vice President Knight reported that the audit is complete. She emphasized how accommodating the auditors are.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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4. Doug Johnson, Public Relations

The Annual Report was published and posted on the website in September.

5. Kenny Hernandez, Athletics

Mr. Hernandez reported that the volleyball team was tied with Barton Community College for first place in the KJCCC. Winter sports are preparing for their upcoming seasons. Fall sports end their seasons at the end of October. The wrestling intrasquad dual was scheduled for Oct. 25.

6. Seth Carter, President

Dr. Carter said he and Arlen Leiker were meeting with Gov. Laura Kelly on Nov. 13 to discuss funding. The College was represented well, and several athletic teams participated in the Girl Scouts Trick or Treat So Others Can Eat event on Oct. 20 to collect food for the Genesis Thomas County Food Pantry.

## V. FOUNDATION UPDATE

Melissa Rickford shared that the 60 for 60 Scholarship Campaign has over 70 scholarships. New awards include the Arlen Leiker and Joni Clark-Leiker, East Fork Wind Project, and Solomon Forks Wind Project. The CCC Excel to Achieve Scholarship, funded through monthly contributions by members of the CCC Administrative Council and some faculty members, was renamed the Emma Brungardt Memorial Scholarship. The Foundation audit presentation went well. The annual scholarship benefit auction is scheduled for March 29, 2025.

## VI. BUSINESS

### A. Old Business

No new business was brought before the Board.

### B. Colby Commitment Scholarship

The College requested to renew the Colby Commitment Scholarship through the Spring of 2026. The parameters of the scholarship remain the same, but it extends the duration. Additionally, the income guidelines were updated. In the 2023-24 academic year, the College awarded \$227,812 to students in the 14-county service area.

Jessica Vaughn made a motion to approve the Colby Commitment Scholarship renewal from 2024 to 2026, as presented, which Arlen Leiker seconded. The motion passed 6-0.

### C. Consolidated Management Contract Renewal

Trustees reviewed a five-year food service renewal contract with Consolidated Management. The agreement would ensure that students would not experience a plan increase for the next two years, and for the following three years, the largest increase is a CPI increase (which is standard). Additionally, the College would receive 10 meal plan scholarships per year.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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Audrey Hines moved to approve the contract as presented, which Donna Henry seconded. The motion passed 6-0.

## **D. Guymon PT and Wellness at SWMC PTA Contract**

Trustees reviewed the College's contract with Guymon PT and Wellness at SWMC. The agreement allows students in the Physical Therapist Assistant program to do clinical rotations at their facilities.

Donna Henry moved to accept the renewal as presented. Jessica Vaughn seconded the motion, which passed 6-0.

## **E. November Board of Trustees Meeting Date**

Because two board members will be absent from the November regular meeting, Trustees discussed moving the November 18, 2024 meeting to November 11.

Arlen Leiker made a motion to move the November Board of Trustees meeting to the 11<sup>th</sup>. Audrey Hines seconded the motion. The motion passed 6-0.

## **F. Pat Keiser Food Bank Naming Request**

The administrative team requested that the College's food bank be named after Mrs. Pat Keiser. Mrs. Keiser was instrumental in fighting food insecurity, caring about CCC students, and her dedication to helping others. The area currently does not have a name and would be formally known as the Pat Keiser Food Bank.

Jessica Vaughn moved to name the CCC Food Bank in memory of Pat Keiser, and Donna Henry seconded the motion, which passed 6-0.

## **G. Policy Review: Admissions to College Activities and Bereavement Leave**

No formal revisions were requested for the Admissions to College Activities policy. It had been over a decade since the Board of Trustees last reviewed it. The policy states that employees and their dependents shall be admitted without charge to all college-sponsored activities.

The Bereavement Policy was tabled until the November board meeting because the Board wanted the President to have more discretion in dealing with unusual situations, as they felt the policy was too rigid to address certain circumstances.

Zack Odell made a motion to accept the Admission to College Activities policy as presented. Arlen Leiker seconded the motion, and the motion carried 6-0.

## **H. Strategic Plan Review**

The Board reviewed the College's Strategic Plan from 2023-24. It illustrates what has been accomplished and tasks that are ongoing.

This was a discussion item.

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## **I. WaterMark Contract Renewal**

A three-year renewal of the WaterMark contract was reviewed. It includes a 5% yearly increase, with year one costing \$7,003.63. The price increases to \$7,353.81 in year two and \$7,721.50 in the third year. The total cost of the contract is \$22,078.94. The software is used for the College's Strategic Plan, and by faculty and students for the assessment of classes.

Audrey Hines moved to accept the agreement with Watermark as presented. Arlen Leiker seconded the motion. The motion passed 6-0.

## **J. Resignation**

Mrs. Megan Kistler, Reference Library/Test Coordinator, resigned to accept the Adult Education Navigator position through Colby Community College at the Norton Correctional Facility.

Jessica Vaughn made a motion to accept the resignation, which Arlen Leiker seconded. It carried 6-0.

## **K. Executive Session**

At 5:40 p.m., Jessica Vaughn made a motion to enter into a 15-minute executive session with President Carter and the Trustees. Arlen Leiker seconded the motion, which passed 6-0.

At 5:55 p.m., Trustees returned to an open session. At 5:55 p.m., Jessica Vaughn moved to enter into a 10-minute executive session with President Carter and the Trustees. Arlen Leiker seconded the motion, and it carried 6-0.

At 6:05 p.m., Trustees returned to an open session with no action.

## **VII. REPORTS AND COMMENTS**

Comments from Trustees:

There were no comments from the Trustees.

## **VIII. ADJOURNMENT**

At 6:05 p.m., the meeting was adjourned.

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

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

