

March 17, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 17, 2025, 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 February 17, 2025
- B. Resolution #8 (as presented in the finance packet)

IV. Reports

- A. Student Report
- B. Program Overview-Faculty
- C. Reports from Administrators
 1. Nikol Nolan, Student Affairs
 2. Angel Morrison, Academic Affairs
 3. Justin Vilmmer, Business Affairs
 4. Doug Johnson, Public Information
 5. Kenny Hernandez, Athletics
 6. Seth Carter, President

V. Foundation Update

VI. Business

- A. Old Business
- B. Anti-Hazing Policy (Action)
- C. Bathroom Phase II RFP (Action)
- D. Disposition of Surplus (Action)
- E. Happy Tails Boarding for Emergency Housing MOU (Action)
- F. Trading Post (Campus Retail Store) POS/e-Commerce RFP (Action)
- G. Resignation
- H. 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

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

1255 South Range Avenue | Colby, KS 67701 | 888-634-9350 | www.colbycc.edu



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
March 17, 2025

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 Thomas Hall Board Room on Monday, March 17, 2025, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

OTHERS PRESENT

Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; Justin Villmer, Vice President of Business Affairs; Melissa Rickford, Institutional Advancement Director; Gracie Gundlach, student; Taylen Hubbell, English Instructor; Todd Voss, Speech Instructor, and Douglass McDowall, IT Technician. Michael Ruiz, Women's Wrestling Coach, and Chris Przybylski joined via Zoom. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

No introductions.

III. APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to approve the consent agenda that included February 17, 2025, meeting minutes, employee contracts, and Resolution No. 8, as presented in the finance packet. The motion was seconded by Arlen Leiker and the roll call vote passed unanimously.

IV. REPORTS

A. Student Report

Colby resident Gracie Gundlach talked to the Trustees about her time at CCC as an agronomy student. She is a Presidential/Leadership scholar and works about 30 hours a week for the K-State extension office in addition to her course load. After graduating in May, she will begin a full-time position with ServiTech, Inc. in St. Francis, KS.

B. Program Overview

VP Morrison introduced Taylen Hubbell and Todd Voss. They shared their backgrounds and the differences between teaching face-to-face and online. They also discussed AI and how the COVID-19 shutdown affected students' ability to communicate.

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C. Reports from Administrators

1. Nikol Nolan, Student Affairs
President Carter reported on behalf of Executive Vice President Nolan. Applications for admissions are up 49 year-to-date, and credit hours for the year will be up by about 2,200 hours.
2. Academic Affairs, Angel Morrison
Vice President Morrison said Academics is doing a variety of training and planning for 2025-26. CCC faculty members are presenting at an AI conference
3. Justin Villmer, Business Affairs
Vice President Villmer told Trustees the gates for the farm that students at the Norton Correctional Facility built are finished. He requested volunteers for the finance committee that meets each month on the Thursday before Monday's board meeting. Donna Henry and Audrey Hines will serve for the second quarter.
4. Doug Johnson, Public Relations
The College sent out a request for proposals to design and publish the Annual Report. Trustees will have a recommended vendor at the April meeting.
5. Kenny Hernandez, Athletics
AD Hernandez thanked Todd Ohlogge for streaming baseball and softball games when Open Spaces Sports was unavailable. Mr. Hernandez is attending the NJCAA conference in April.
6. Seth Carter, President
Dr. Carter reported that the Kansas Senate was scheduled to meet on March 18 to vote on the funding bill. He expects it to go to the conference committee.

V. FOUNDATION UPDATE

Melissa Rickford said that 28 tables had been sold for the annual Foundation Auction on March 29. The Facebook page name has changed from Colby Community College Alumni and Friends to the Colby Community College Endowment Foundation. Scholarship applications are up by about 20 percent year-to-date. Awards will be announced in early April. She shared that a new nursing scholarship had been established, the CCC Nursing Excellence Scholarship.

VI. BUSINESS

A. Old Business

No old business was brought before the Board.

B. Anti-Hazing Policy

President Carter said the Anti-hazing policy was added to comply with federal regulations that went into effect in December of 2024.

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Jessica Vaughn moved to approve the policy as presented, which Donna Henry seconded. The roll call vote passed unanimously.

C. Bathroom Phase II RFP

The College created an RFP to replace/remodel one male and one female restroom in the Bedker Memorial Complex and the Basement of the H.F. Davis. Two vendors were contacted. Stephens Construction was the only vendor to submit a bid, totaling \$256,312. It was recommended that the bid from Stephens Construction be approved.

Donna Henry moved to approve the bid from Stevens Construction as presented, which Jessica Vaughn seconded. The motion passed unanimously via roll call vote.

D. Disposition of Surplus

Trustees reviewed a list of outdated or broken equipment from the radio station, an old filing cabinet, and two damaged chairs.

Arlen Leiker moved to approve the disposition of items as presented and was seconded by Donna Henry. The motion carried unanimously via roll call vote.

E. Happy Tails Boarding for Emergency Housing MOU

The memorandum of understanding with Happy Tails Boarding in Leoti, KS, provides emergency boarding for animals under the College's care.

Jessica Vaughn moved to accept the MOU as presented. Arlen Leiker seconded the motion, and the roll call vote passed unanimously.

F. Trading Post (Campus Retail Store) POS/e-Commerce RFP

Colby Community College must replace Textbook Brokers (BBA), which is ending its contract on May 20, 2025. Textbook Brokers provides the point-of-sale (POS) system, e-commerce platform, and virtual textbook store (through VitalSource) for the Trojan Trading Post. The College evaluated alternatives, including the existing POS provider for the cafeteria, Bepoz. However, Bepoz could not support scholarships, financial aid integration, or textbook integration and quoted an initial startup cost of \$17,157.27 without book facilitation.

The College issued an RFP and went through a thorough evaluation. Two finalists emerged: PrismRBS and Hello POS. Both met the college's needs and confirmed they could meet the short deployment timeline, but Hello stood out for its full textbook integration, partnership with Valore Campus, and lower 3-year total cost. The administrative team recommended selecting Hello.

Donna Henry moved to accept the bid as presented. Jessica Vaughn seconded the motion, which carried unanimously via roll call vote.

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G. Resignations

Trustees reviewed a retirement letter from night-time custodian Mrs. LaDonna Rietcheck.

Jessica Vaughn made a motion to accept the retirement letter, which Arlen Leiker seconded. The roll call vote passed unanimously.

H. Executive Session

At 6:04 p.m., Jessica Vaughn made a motion to enter into a 30-minute executive session with Trustees and President Carter to discuss non-elected personnel. Arlen Leiker seconded her, and it passed unanimously.

At 6:34 p.m., Trustees returned to an open session with no action.

VII. REPORTS AND COMMENTS

Comments from Trustees:
None.

VIII. ADJOURNMENT

At 6:35 p.m., the meeting was adjourned.

Signed: _____
Chairperson

Signed: _____
Secretary