



April 21, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 21, 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 March 17, 2025
- B. Resolution #9 (as presented in the finance packet)

IV. Reports

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

V. Foundation Update

VI. Business

- A. Old Business
 - a. Hello Point of Sale Agreement
 - b. VitalSource Agreement
- B. Annual Report RFP (Action)
- C. ATI Contract (Action)
- D. Citizen's Health PTA MOA (Action)
- E. Complaint Policy-Revised (Action)
- F. Dorm Access Control RFP (Action)
- G. Dorm Door Replacement RFP (Action)
- H. HCF Electrical Services RFP (Action)
- I. Health Insurance Contract (Action)
- J. Posthumous Degree or Certificate Policy (Action)
- K. Red Cross Emergency Shelter MOA (Action)
- L. TriValley PTA Clinical Agreement MOA (Action)
- M. Executive Session (Action if Necessary)

VII. Reports and Comments

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

VIII. Adjournment

Respectfully,

Seth Macon Carter
President



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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, April 21, 2025, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

OTHERS PRESENT

Angel Morrison, Vice President of Academic Affairs; Justin Villmer, Vice President of Business Affairs; Nikol Nolan, Executive Vice President; Melissa Rickford, Institutional Advancement Director; Destiny Eguagie, student; Angie Harris, Veterinary Nursing Instructor; Chris Appleby, Ag Business/Ag Economics Instructor; Jessica Bugbee, Equestrian Team Coach; Sheyenne Spady, Veterinary Nursing Instructor; Logan Despain, Livestock Judging Coach; LeRoy Hays, Rodeo Coach; Marty Fear, Ag Instructor, Dr. Gina VanLoenen, Veterinary Nursing Instructor; Dr. Jennifer Martin, Veterinary Nursing Program Director; Adalaide Kline, Beef Program Director; and Shanda Mattix, Equine Program Director and Ag Division Chair. Steve Reed, doctoral student, and Todd Ohlrogge, IT Director, joined via Zoom. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

No introductions.

III. APPROVAL OF THE CONSENT AGENDA

Zack Odell moved to approve the consent agenda that included the March 17, 2025, meeting minutes, employee contracts, and Resolution No. 9, as presented in the finance packet. Jessica Vaughn seconded the motion, and the vote passed unanimously.

IV. REPORTS

A. Student Report

EVP Nolan introduced freshman Destiny Eguagie. He talked to the Trustees about his experiences at Colby Community College. He is from Edmonton, Canada, and plays on the basketball team. He said the best thing about Colby is the welcoming community.

B. Program Overview

VP Morrison introduced Ag Division Chair Shanda Mattix. Each faculty member and coach

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shared some details about their programs. On behalf of the division, Mrs. Mattix thanked the Board for supporting initiatives such as the new Lon Frahm Agricultural Center and the investment in improvements to the farm. The division has been able to collaborate more easily and has held several events recently. They believe no other community college can match CCC's ag facilities. The division, staff and students logged over 2,000 hours of community service in 2024 and expect to match that number in 2025.

C. Reports from Administrators

1. Nikol Nolan, Student Affairs

In the interest of time, Executive Vice President Nolan said she had nothing to add to her written report.

2. Academic Affairs, Angel Morrison

Vice President Morrison told Trustees that the division is working on the fall course schedule and preparing for the end of the spring semester.

3. Justin Villmer, Business Affairs

Vice President Villmer reported that the division is working on the FY26 budget. The College will implement the Hello point-of-sale system for the bookstore over the next few months.

4. Doug Johnson, Public Relations

The College will be a sponsor for the KSN TV Summer Road Trip when they do their show on June 18 in Colby. The package includes TV and digital advertising.

5. Kenny Hernandez, Athletics

President Carter reported on behalf of AD Hernandez. The College is in the process of hiring an assistant athletic director/sports information director.

6. Seth Carter, President

Dr. Carter thanked IT Director Todd Ohlrogge and his department for installing donated computers at Decatur Community High School. He was scheduled to meet with area superintendents in Oakley and Commissioner Watson in the last week of April.

V. FOUNDATION UPDATE

Melissa Rickford thanked everyone for supporting the annual scholarship auction on March 29. She stated that about \$123,000 was raised at the event. Students will be notified within a week of their scholarships for the fall semester. The College's food service provider, Consolidated Management, created two new endowed scholarships.

VI. BUSINESS

A. Old Business

1. Hello, Point of Sale Agreement

The Hello APS is used by businesses to buy, sell, and rent textbooks, as well as general merchandise, both in-store and online, and perform other related retail, inventory, and accounting activities.

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Donna Henry made a motion to approve the Hello point of sale agreement as presented, which Audrey Hines seconded. The vote passed unanimously.

2. VitalSource Agreement

Trustees reviewed the contract for the online textbook provider. There is no annual cost to the College for this contract.

Jessica Vaughn moved to approve the VitalSource agreement as presented, and Zack Odell seconded. The vote passed unanimously.

B. Annual Report RFP

The College received five bids from vendors to design and publish the Annual Report. The recommended vendor was Fluency Creative, at a cost range of \$3,300-\$3,500. This is less than what was paid in the past with a different vendor.

Donna Henry moved to approve the bid as presented, which Audrey Hines seconded. The vote carried unanimously.

C. ATI Contract

ATI provides textbooks, curriculum, and NCLEX preparation for the Practical and Associate Degree Nursing Programs. The service is paid for with student fees.

Zack Odell made a motion to approve the ATI contract as presented, and it was seconded by Arlen Leiker. The motion passed unanimously.

D. Citizen's Health PTA MOA

Trustees reviewed the renewal between the College and Citizen's Health (Colby, KS) for students in the Physical Therapist Assistant program to do clinical rotations. There were no substantive changes to the agreement.

Jessica Vaughn moved to approve the agreement as presented and was seconded by Arlen Leiker. The motion carried unanimously.

E. Complaint Policy-Revised

The College updated the Complaint Policy to include new requirements by the National Council for State Authorization Reciprocity Agreements (NC-SARA), which authorizes the institution's ability to deliver online courses.

Audrey Hines moved to accept the bid as presented. Jessica Vaughn seconded the motion, which carried unanimously.

F. Dorm Access Control RFP

The College sought sealed bids to install access control/key card readers to the exterior doors of Living Centers East and North. The selected vendor will install access control equipment, card readers, and associated/necessary locking hardware on all 33 doors. The goal of the project was to make the doors more secure on

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exterior living centers. Two vendors provided quotes (Pinnacle, for \$50,250, and INA, for \$29,738). INA provided the most affordable quote and materially met the scope of the project. INA is the recommended vendor. Student Success monies will fund the project.

Audrey Hines made a motion to accept the INA bid, which Donna Henry seconded. The vote passed unanimously.

G. Dorm Door Replacement RFP

The College sought sealed bids to replace all exterior doors in student housing and eight frames (Hines Hall only) with quality, resilient doors allowing the institution to install key card readers. Three vendors came to campus and did a physical inspection of the project. Only one vendor, Stephens Construction, submitted a bid for \$81,874. The administrative team recommended Stephens Construction. Student Success monies will fund the project.

Audrey Hines made a motion to accept the Stephens Construction bid, and Zack Odell seconded. The vote carried unanimously.

H. Hutchinson Correctional Facility Electrical Services RFP

In partnership with the Kansas Department of Corrections, Colby Community College plans to add a welding program at the Hutchinson Correctional Facility. To support the program, the facility's electrical system must be upgraded. The College solicited written bids for the layout and installation of the necessary electrical infrastructure in the lower level of the Educational Building in the Central Unit. Two bids were received: \$209,876 from Eck Electric and \$131,100 from Kansas Electric. The administrative team recommended Kansas Electric in the amount of \$131,100. This proposal materially meets all the requirements of the RFP. The funds used for this project will be paid from the College's Business and Industry Funds.

Audrey Hines moved to accept the bid from Kansas Electric as presented. Jessica Vaughn seconded the motion, which passed unanimously.

I. Health Insurance Contract

The administrative team requested to switch health care insurance providers. Switching to Blue Cross Blue Shield from UMR will save the College and employees approximately \$234,918 versus the renewal provided by UMR. The plan mirrors the College's current coverage and deductibles, and also provides a broader pool of in-network providers. This is a one-year contract and will require re-bidding in 2026.

Donna Henry made a motion to accept the Blue Cross Blue Shield contract, which Audrey Hines seconded. The vote passed unanimously.

J. Posthumous Degree or Certificate Policy

The College introduced the policy in response to the unfortunate passing of two students in the current academic year. The College would be able to posthumously award a degree or certificate to a student actively pursuing their academic program

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and within one semester of completing graduation requirements at the time of death. Approval must be obtained from the appropriate academic department, the Registrar, and the Vice President of Academic Affairs.

Zack Odell moved to accept the policy as presented. Donna Henry seconded the motion, which carried unanimously.

K. Red Cross Emergency Shelter MOA

The agreement allows the College to serve as an emergency shelter on behalf of the American Red Cross. There is no monetary exchange, and the College provides shelter space as a community benefit.

Arlen Leiker moved to accept the Red Cross agreement, and Jessica Vaughn seconded. The vote passed unanimously.

L. Tri-Valley PTA Clinical Agreement MOA

Trustees reviewed a renewal contract for Tri-Valley (Cambridge Memorial Hospital) that allows students in the Physical Therapist Assistant program to do clinical rotations. The language updates an older contract with no substantive changes.

Audrey Hines made a motion to accept the MOA as presented. Jessica Vaughn seconded the motion, which carried unanimously via roll call vote.

M. Executive Session

At 6:23 p.m., Jessica Vaughn made a motion to enter into a 15-minute executive session with Trustees and President Carter to discuss non-elected personnel. Audrey Hines seconded her, and it passed unanimously.

At 6:38 p.m., Trustees returned to an open session. Jessica Vaughn made a motion to non-renew the contract of Art Instructor Evan Daniel. Zack Odell seconded the motion, which passed unanimously.

At 6:38 p.m., Jessica Vaughn moved to enter into a 5-minute executive session with the Trustees. Donna Henry seconded her, and the motion passed unanimously.

At 6:43 p.m., Trustees returned to an open session with no action.

VII. REPORTS AND COMMENTS

Comments from Trustees:
None.

VIII. ADJOURNMENT

At 6:43 p.m., the meeting was adjourned.

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Signed: _____
Chairperson

Signed: _____
Secretary