



July 21, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 16, 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 June 16, 2025
- B. Resolution #12 (as presented in the finance packet)

IV. Reports

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
- B. Athletic Insurance Renewal Policy (Action)
- C. Disposition of Surplus (Action)
- D. Norton Correctional Facility Student Handbook (Discussion)
- E. Notification Policy (Action)
- F. Payroll Processing Policy (Action)
- G. Performance-Based Scholarship-Revision (Action)
- H. Rodeo RFP (Action)
- I. Student Handbook (Discussion)
- J. Student Worker Pay Increase Policy (Action)
- K. Resignation (Action)
- L. 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
July 21, 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 Thomas Hall on Monday, July 21, 2025, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Nikol Nolan, Executive Vice President; Justin Villmer, Vice President of Finance and Operations; Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; Melissa Rickford, Institutional Advancement Director; and Derek White, Colby Free Press. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

Derek White, Colby Free Press.

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines moved to approve the consent agenda that included the June 16, 2025, meeting minutes, contracts, and Resolution No. 12, as presented in the finance packet. The motion was seconded by Donna Henry and passed unanimously.

IV. REPORTS FROM ADMINISTRATORS

1. Nikol Nolan, Student Affairs

Vice President Nolan said that all 306 on-campus housing beds have been assigned, and demand continues to exceed capacity. A current waiting list includes nine students. The college has increased its capacity by adding 22 more beds than in prior years.

Temporary housing options, including local hotels, are being explored. The college has historically covered hotel costs, when necessary, until permanent accommodations became available. She said that the situation tends to stabilize within the first few weeks of the semester, but continued support and creative solutions will be necessary to accommodate student housing needs.

2. Academic Affairs, Angel Morrison

Vice President Morrison said staff are preparing for the return of faculty and students in August. This includes last-minute course adjustments and the addition of new class offerings, particularly through adjunct instructors, to expand options for online students.

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3. Justin Villmer, Business Affairs

President Carter reported on business affairs while Vice President Villmer took a phone call. He said the College is preparing for the annual audit, with fieldwork scheduled to begin in October. Preliminary work to confirm cash on hand, including documentation related to CDs and other budgetary items, has been completed.

The budget hearing will be scheduled in accordance with state requirements. A public notice will be provided at least 10 days in advance, and the hearing will be incorporated into the Board's regularly scheduled meeting to allow for public comment and adoption, eliminating the need for a separate session.

Renovations to campus restrooms, including those in the lower level of the H.F. Davis Library, are nearing completion. The spaces appear close to being fully operational in time for the arrival of students. No significant delays are anticipated at this time.

4. Doug Johnson, Public Relations

No report.

5. Athletics

Mr. Hernandez attended the Jayhawk Conference meetings the week of July 14 in El Dorado. He shared the academic results for the athletic department. Highlights include:

- Softball: Ranked 1st among all KJCCC softball programs for team GPA.
- Volleyball: Ranked 4th overall, 1st among KJCCC volleyball teams.
- Women's Basketball: Ranked 34th overall, 3rd among KJCCC women's basketball teams.
- Men's Basketball: Ranked 38th overall, 1st among KJCCC men's basketball teams.

Sandra Glover has been hired as the head coach of the track and field program. Mr. Hernandez said that about 10 to 12 international students were experiencing issues with their visas and may have to wait until January 2026 to enroll.

6. Seth Carter, President

President Carter reported that the College is completing various tasks before the start of the academic year. A comprehensive update on all ongoing projects will be provided to the Board.

V. FOUNDATION UPDATE

Melissa Rickford provided an update on planning for the next Endowment Foundation auction event, with a tentative date of Saturday, March 29, 2026. MC Entertainment and the auctioneer have been booked, and confirmation from the venue is pending final approval by the Colby Event Center, which she expected soon.

Agenda Amendment

At 5:12 p.m., Jessica Vaughn made a motion to add item "M. Executive Session" to the agenda. Arlen Leiker seconded the motion, which passed unanimously.

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VI. BUSINESS

A. Old Business

No old business was brought forward.

B. Athletic Insurance Renewal Policy

The College recommended maintaining athletic insurance coverage with Great American Insurance Company as the carrier, with A-G Specialty Insurance as the claims payor, and Dissinger Reed as the program coordinator and broker. This recommendation reflects the most cost-effective option available, resulting in a premium reduction of \$6,780. The rationale for the selection was provided by the broker and was based on overall value and cost savings to the institution.

Jessica Vaughn made a motion to approve the Great American Insurance Company proposal as presented, which Audrey Hines seconded. The motion carried unanimously.

C. Disposition of Surplus

Trustees reviewed a list of obsolete textbooks being disposed of by the Trojan Trading Post. The College also requested to dispose of swimming pool items that are no longer needed.

Zack Odell moved to approve the disposition of surplus as presented, and was seconded by Arlen Leiker. The motion passed unanimously.

D. Norton Correctional Facility Student Handbook

No substantive changes were made to the document. Executive Vice President Nolan clarified that the Norton Correctional Facility Handbook states that the Kansas Department of Corrections (KDOC) rules take precedence over those of Colby Community College. However, the handbook also outlines the College's expectations for student conduct within the correctional setting. She noted that the same handbook will also be applied at the Hutchinson Correctional Facility.

No action was taken, as this was a discussion item.

E. Notification Policy

President Carter said the policy formalizes the process for communication and proper notification of important documents to ensure transparency.

The policy requires any formal communication received from entities such as the IRS, the State of Kansas, the Higher Learning Commission, or other accrediting or regulatory bodies to be directed to the college president, who will then share that information with the vice presidents and the Board of Trustees to ensure all official communications are properly acknowledged and addressed.

Arlen Leiker made a motion to accept the policy as presented. Audrey Hines seconded the motion, which passed unanimously.

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F. Payroll Processing Policy

Dr. Carter told Trustees that the policy increases internal controls over the institution's payroll system. Payroll is prepared by the Director of Human Resources and must be reviewed and approved by two Vice Presidents. It is then processed by the Vice President of Finance and Operations or, if unavailable, the President. If no Director of Human Resources is in place, the Vice President of Business Affairs and Operations assumes payroll preparation duties, with the same approval and processing procedures.

Donna Henry moved to approve the policy as presented. Arlen Leiker seconded the motion, and it passed unanimously.

G. Performance-Based Scholarship Revision

The policy revision formalizes some of the practices the College has used for about 10 years, such as offering out-of-state students the opportunity to receive in-state tuition rates if they live in student housing.

The policy was also updated to state that performance-based scholarships will only pay for a student's class one time; if a student withdraws or fails a class, the student must pay for the class the second time.

Jessica Vaughn moved to accept the policy revisions as presented, and Donna Henry seconded the motion. It passed unanimously.

H. Rodeo RFP

The College sought bids for a rodeo stock contractor for the home rodeo in September. The Medicine River Rodeo Company, which has been used successfully for several years, was the only vendor to submit a bid. Although the cost increased by \$1,000 from the previous contract, the terms remain unchanged.

Audrey Hines moved to approve the bid from the Medicine River Rodeo Company, which was seconded by Zack Odell. It passed unanimously.

I. Student Handbook

The only substantive change to the Student Handbook was the implementation of campus-wide door access controls, which were not in place during the last review. Nearly the entire campus is now under access control, with only a few limited areas remaining without it.

No action was taken, as this was a discussion item.

J. Student Worker Pay Increase Policy

The policy formalizes a process through which student workers are eligible for raises.

Student workers may be considered for a wage increase after six months of service based on exceptional performance and available budget. Increases require written justification from the supervisor and approval by the Vice President. Approved

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changes are processed by Human Resources and reported to Financial Aid.

Zack Odell moved to approve the Student Worker Pay Increase policy, which was seconded by Arlen Leiker. It passed unanimously.

K. Resignation

Ms. Tracy Wisdom, Adult Education Instructor/Navigator, resigned at Norton Correctional Facility to pursue other career opportunities.

Audrey Hines made a motion to accept the resignation as presented, and Jessica Vaughn seconded. The motion carried unanimously.

L. Executive Session

At 5:39, Jessica Vaughn made a motion to enter into a 25-minute executive session with Trustees and President Carter to discuss non-elected personnel. Audrey Hines seconded her, and it passed unanimously.

At 6:04 p.m., the Trustees returned to an open session with no action taken.

VII. REPORTS AND COMMENTS

Comments from Trustees:

There were no additional comments.

VIII. ADJOURNMENT

At 6:04 p.m., the meeting was adjourned.

Signed: _____
Chairperson

Signed: _____
Secretary