



August 18, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 18, 2023, at 5:00 p.m.** in the Board Room, 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 July 21, 2025
 - B. Resolution #1 (as presented in the finance packet)
- IV. Business-Public Budget Hearing
 - A. Public Budget Hearing (Discussion)
 - B. Approval of the FY-26 Public Budget (Action)
- V. Reports
 - A. 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
- VI. Foundation Update
- VII. Business
 - A. Old Business
 - B. CCCAE Handbook FY 25-26 (Discussion)
 - C. Disposition of Surplus (Action)
 - D. Mission, Vision, Philosophy, Purpose Review (Action)
 - E. Policy Review (Access Control, Facilities and Naming Guidelines, Grants and Other Outside Financial Resources Policy) (Action)
 - F. Strategic Plan and Operational Plan Update (Action)
 - G. Undocumented Inmates Policy (Action)
 - H. Resignations (Action)
 - I. Executive Session
 - a. Action if Necessary
- IX. Reports and Comments
 - A. Comments from Trustees
 - B. Public Comments/Other Items
- X. Adjournment

Respectfully,

Seth Macon Carter
President



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
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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 Public Budget Hearing and regular meeting of the Colby Community College Board of Trustees, Thomas County, Kansas, was held in Thomas Hall on Monday, August 18, 2025, at 5:00 p.m.

MEMBERS PRESENT

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

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

None.

III. BUSINESS - PUBLIC BUDGET HEARING

A. Public Budget Hearing

Vice Chair Jessica Vaughn opened the Public Budget Hearing at 5:00 p.m. President Carter presented the fiscal year 2025-26 budget, which included a proposed mill rate of 38.897, a reduction of 0.549 mills. He noted that the College has reduced the levy by nearly eight mills since 2018 and is levying less today than it did at that time. With the approved budget, the mill levy would be lower than it was in 2012.

At 5:01 p.m., Vice Chair Vaughn opened the floor for public comments. At 5:02 p.m., she closed the floor as there were no members of the public present.

B. Approval of the FY 2026 Public Budget

Zack Odell made a motion to adopt the AY26 budget, which was seconded by Donna Henry. The roll-call vote carried 6-0.

IV. APPROVAL OF THE CONSENT AGENDA

Audrey Hines made a motion to approve the consent agenda that included the July 21, 2025, meeting minutes, employee contracts, and Resolution No. 1. She noted a correction was needed to the description in item "J" of the minutes. Trustees voted on and approved

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the Student Worker Pay Increase policy, not the rodeo stock contractor bid, as reflected in the minutes. Zack Odell seconded the motion for approval of the consent agenda, with the corrected description of item J. The motion carried unanimously.

V. REPORTS

1. Nikol Nolan, Student Affairs

Executive Vice President Nolan stated that all but a few students had been checked into student housing. She thanked all who helped over move-in weekend, and noted that welcome-week activities had already started. She said that even though housing is full, the College only had to temporarily place two students in a motel.

2. Angel Morrison, Academic Affairs

Vice President Morrison shared that the College is receiving about 10% more in funding for the new academic year. Classes are full, and plans are being made to accommodate those on wait lists. Approval was granted to offer classes in the Hutchinson Correctional Facility.

3. Justin Villmer, Business Affairs

Vice President Villmer reported that maintenance and IT are busy addressing student support tickets. In human resources, only about three positions were open at the time of the meeting. His office will be working on the upcoming audit.

4. Doug Johnson, Public Relations

The Annual Report for 2024-25 is in the final stages of editing and is expected to be presented to Trustees at the September meeting.

5. Kenny Hernandez, Athletics

Athletics has about 250 student-athletes on campus this semester. Volleyball is ranked third in the preseason poll, the highest in school history to start the season. Mr. Hernandez stated that some international cross-country students were experiencing delays in obtaining their visas; this is a problem that several institutions have encountered.

6. Seth Carter, President

Dr. Carter stated that year-to-date, the college has seen an enrollment increase of approximately 23%, representing an additional 800 credit hours. He expects enrollment records to be broken.

VI. FOUNDATION UPDATE

Melissa Rickford reported that several students have sent thank-you notes to scholarship donors. Nine more employees signed up for employee giving through payroll deductions.

VII. BUSINESS

A. Old Business

No old business was brought before the Board.

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B. CCC Adult Education Handbook FY 25-26

The handbook is new and will be used to formalize processes at Norton Correctional Facility.

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

C. Disposition of Surplus

Trustees reviewed a list of two items to be removed from campus:

A broken anesthetic machine in the Veterinary Nursing department that cannot be repaired. It will be disposed of in the landfill.

Lockers from the Pierre Henry Health Science building that are no longer used. Because multiple employees expressed interest in them, the lockers will be sold via sealed bid.

Zack Odell moved to approve the list as presented, and Audrey Hines seconded the motion. The motion carried unanimously.

D. Mission, Vision, Philosophy, Purpose Review

Trustees made their annual review of the Mission, Vision, Philosophy, and Purpose. No revisions were recommended.

Audrey Hines made a motion to approve the institution's Vision, Philosophy, and Purpose as presented. Donna Henry seconded the motion, which carried unanimously.

E. Policy Review (Access Control, Facilities and Naming Guidelines, Grants and Other Outside Financial Resources)

Updates to the Access Control policy include the removal of references to the College swimming pool and revisions to the authorization process, which now require two approving signatures instead of one. In addition, new provisions for on-campus residents outline the procedure for reporting a lost or stolen badge, along with the associated fines for tampering with access control equipment.

The Facilities and Naming Guidelines were updated to grant the authority to rename facility designations under specific circumstances, such as when the institution's reputation may be at risk or when significant structural or programmatic changes occur, including alterations, demolitions, or discontinuations of programs. Additionally, the policy outlines a provision for facilities named after businesses or organizations; the College reserves the right to rename a facility if the business or organization ceases to operate.

Updates to the Grants and Other Outside Financial Resources policy were limited to minor edits, with clarification that fundraising may be authorized for activity programs, facility creation, or building enhancements.

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Donna Henry made a motion to approve the policy revisions as presented. Patrick Toth seconded the motion. The motion passed unanimously.

F. Strategic Plan and Operational Plan Update

President Carter provided an update on the operational plan and its alignment with the strategic plan. The report highlighted the themes of the strategic plan, with individual breakdowns and overviews of both strategic and operational priorities.

Audrey Hines made a motion to approve the institution's update to the operational plan as presented. Donna Henry seconded the motion, which carried unanimously.

G. Undocumented Inmates Policy

The College presented a policy necessary for federal compliance. In accordance with federal regulations and restrictions, Colby Community College is prohibited from providing educational services to undocumented individuals within correctional facilities.

Zack Odell moved to approve the policy as presented, and was seconded by Audrey Hines. The motion carried unanimously.

H. Resignations

Two resignations were presented.

Mrs. Jessica Bugbee, Equestrian Coach, resigned to pursue other career opportunities, and Mr. Tim Servis, Cross Country Coach, resigned to accept the Head Coaching position at the University of Akron.

Zack Odell moved to accept the resignations. The motion was seconded by Patrick Toth and passed unanimously.

I. Executive Session

At 5:37 p.m., Zack Odell moved to enter into a 20-minute executive session with the Board and President Carter to discuss non-elected personnel. Patrick Toth seconded the motion, which passed unanimously.

At 5:57 p.m., the Board returned to open session. No action was taken.

VIII. REPORTS AND COMMENTS

Comments from Trustees:

Trustees expressed their gratitude to the faculty and staff. Chair Toth thanked Vice Chair Vaughn for leading the meeting.

IX. ADJOURNMENT

At 5:58 p.m., the meeting adjourned.



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Signed: _____
Chairperson

Signed: _____
Secretary