



December 15, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 15, 2025, 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> 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 November 17, 2025, and December 1, 2025
- B. Resolution #5 (as presented in the finance packet)

**IV. Business**

- A. Old Business
  - a. Dorm/Maintenance Shed RFP (Action)
  - b. Audit Update (Action)
- B. Academic Calendar (Action)
- C. Election of Officers (Discussion)
- D. Finance Committee Selection (Action)
- E. Policy Review (*Check Signing and Guidelines for Public Comment Policies*) (Action)
- F. Write-Off Request (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. 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**  
**December 15, 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 called to order in the Thomas Hall Board Room on Monday, December 15, 2025, at 5:00 p.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Jessica Vaughn.

**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; Todd Ohlrogge, IT Director; Dustin Kauffman, Director of Compliance; and Derek and Letty White, The Sunflower Standard. Doug Johnson recorded the minutes.

**II. INTRODUCTIONS**

Chair Toth welcomed Derek and Letty White of the Sunflower Standard.

**III. APPROVAL OF THE CONSENT AGENDA**

Donna Henry moved to approve the consent agenda, which included minutes from the Nov. 17 regular meeting and Dec. 1 and Dec. 12 special meetings, plus employee contracts and Resolution No. 5, as presented in the finance packet. Zack Odell seconded the motion, and it passed 5-0.

**IV. BUSINESS**

**A. Old Business**

**1. Dorm and Maintenance Shed RFP**

Dr. Carter presented two bids, one from QMC and one from Stevens Construction, to build the 80-bed dormitory and new maintenance shed. The administrative team recommended the bid from Stephens Construction based on meeting requirements outlined in the RFP and at a lower cost.

Audrey Hines made a motion to accept the bid from Stephens Construction for the creation of a 31,257-square-foot, 80-bed dorm (\$7,141,428) and the maintenance shed (\$720,300), for a total cost of \$7,861,728.

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Zack Odell seconded the motion, which passed unanimously.

## **2. Audit Update**

The administration presented the revised audit report that reflected no significant or material deficiencies.

Zack Odell made a motion to accept the updated audit. Donna Henry seconded the motion, which passed unanimously.

## **B. Academic Calendar**

The Board reviewed the academic calendar for Fall 2026 through Spring 2027.

Donna Henry moved to accept the 2026-27 calendar as presented, and Arlen Leiker seconded the motion. It carried unanimously.

## **C. Election of Officers**

Trustees reviewed a proposed slate of officers for 2026. A vote will be held at the January 2026 regular meeting.

No action was taken.

## **D. Finance Committee Selection**

The Board discussed a rotation for the next year to serve on the Finance Committee. The item was tabled until a future meeting when all Trustees are present.

*Trustee Odell left the meeting at 5:13 p.m.*

## **E. Policy Review: Check Signing and Guidelines for Public Comment**

Check Signing Policy: No revisions were recommended.

Updates to the Public Comment Policy at Board meetings include:

1. A 24-hour notice and route requests to speak at a meeting through the President.
2. Complaints about specific employees will be handled via executive session to avoid discussing personnel matters publicly.

Audrey Hines moved to approve the updates as presented. Donna Henry seconded the motion, which passed 4-0.

## **F. Write-Off Request**

Trustees reviewed the end-of-semester request to write off account balances because the accounts are too small to send to collections and because one lacks a Social Security number. The total was \$6,727. The College recommended sending a separate group of delinquent student accounts to collections that totals \$78,753.77.

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Donna Henry moved to accept the write-offs as presented and to send the delinquent accounts to collections. Arlen Leiker seconded the motion, which passed unanimously.

## V. REPORTS

### Reports from Administrators

#### 1. Nikol Nolan, Student Affairs

EVP Nolan said students have left for the holiday break, and four students were living in student housing at the time. Her division was planning for the return of students in January.

#### 2. Academic Affairs

Vice President Morrison said faculty would be on campus until Dec. 16. Administrators traveled to Norton for the graduation at Norton Correctional Facility.

#### 3. Business Affairs

Vice President Villmer told Trustees that the maintenance department was planning for its temporary displacement during the transition while the new maintenance shop is being built.

#### 4. Doug Johnson, Public Relations

A 60-second video with drone footage of campus has been completed. New commercials will be completed in the spring semester.

#### 5. Kenny Hernandez, Athletics

AD Hernandez reported that the men's wrestling team would be on campus until Dec. 16, and all other student-athletes had left campus until at least Dec. 27.

#### 6. Seth Carter, President

Dr. Carter thanked the Trustees for their extra effort in selecting a vendor for the dorm/maintenance shed project.

## VI. FOUNDATION UPDATE

Melissa Rickford said the Foundation's Annual Giving Campaign is underway, though a bit behind due to a printer delay. She and Livestock Judging Coach Emma Eldridge met with livestock judging alumni about starting an endowed scholarship. A team is being assembled to review scholarship applications for 2026.

## VII. REPORTS AND COMMENTS

Comments from Trustees:

Trustees expressed appreciation to staff and administration, especially for their diligence on the Dorm/Maintenance Shed RFP, and shared holiday greetings.

## VIII. ADJOURNMENT

At 5:28 p.m., the meeting was adjourned.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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

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