

August 17, 2026

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 17, 2026, 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 20, 2026
- B. Resolution #1 (as presented in the finance packet)

IV. Business-Public Budget Hearing

- A. Public Budget Hearing (Discussion)
- B. Approval of the FY-27 Public Budget (Action)

V. Foundation Update

VI. 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

VII. Business

- A. Unfinished Business
- B. Emergency Operations Manual (Discussion)
- C. Employment Based Immigration Sponsorship Policy (Action)
- D. KACC Request (Action)
- E. Policy Review (Applicant Travel Reimbursement, Conflict of Interest, Promotion, Records Retention Policy) (Action)
- F. Student Housing Handbook (Discussion)
- G. Williams & Fudge, Inc. - Collection Services (Action)
- H. Resignations (Action)
- I. Executive Session
 - a. Action if Necessary

VIII. Reports and Comments

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

IX. Adjournment

Respectfully,

Seth Macon Carter
President



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

August 17, 2026

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

CALL TO ORDER

The Public Budget Hearing and regular meeting of the Colby Community College Board of Trustees, Thomas County, Kansas, was called to order by Chair Patrick Toth in the Thomas Hall Board Room on Monday, August 17, 2026, 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, Justin Villmer, Angel Morrison, Kenny Hernandez, Melissa Rickford, Brennan Harmer, and Derek White. Dr. Jeff Sekavec joined via Zoom. Doug Johnson recorded the minutes.

APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to approve the consent agenda. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

BUSINESS - PUBLIC BUDGET HEARING

Public Budget Hearing

Chair Patrick Toth opened the Public Budget Hearing. President Carter reviewed the FY 2027 budget and historical mill levy information. He noted that the College's mill levy is lower than it was in 2012 and that the proposed budget would mark the ninth consecutive year the College has lowered the mill levy. He also explained that the published budget reflects statutory accounting requirements for capital outlay transfers and does not necessarily represent anticipated expenditures.

Chair Toth opened the floor for public comment on the budget. No public comments were offered, and the floor was closed.

Approval of the FY 2027 Public Budget

Zack Odell moved to adopt the AY27 budget. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

FOUNDATION UPDATE

Director Melissa Rickford reported that the 2027 Benefit Auction is scheduled for April 17. She highlighted continued growth in Foundation scholarships, noting a 24.7% increase in scholarship awards from 2024-25 to 2025-26, along with an increase in the scholarship budget for the coming year. Foundation assets also increased approximately 18%, with endowed scholarships contributing significantly to the growth.

REPORTS**Nikol Nolan, Student Affairs**

Move-in weekend was successful, and parents and students gave a lot of positive feedback about how helpful College staff was. Residence halls were full, with 12 students temporarily housed at a local motel. The College is providing transportation assistance as needed.

Angel Morrison, Academic Affairs

Enrollment is up, and additional course sections have been opened. The College submitted its Higher Learning Commission assurance argument and will spend the coming weeks preparing for the HLC site visit in September.

Justin Villmer, Business Affairs

Most summer projects are complete, but some equipment and finishing items remain. Implementation of the new ERP system continues, with approximately 95% of College data provided to the vendor. The College expects to receive the system's first-pass environment within the next month, allowing employees to begin testing data, reports, and processes.

Doug Johnson, Public Relations

The Annual Report is scheduled for completion by September 15.

Kenny Hernandez, Athletics

Volleyball was scheduled to open the season on Aug. 21 and was ranked No. 16 nationally in the preseason poll. He introduced the College's new Sports Information Director/Coordinator of Athletics, Brennan Harmer, who had recently arrived on campus and begun working with athletic programs on photographs, communications, and related responsibilities.

Seth Carter, President

Dr. Carter thanked employees for preparing campus for the start of the academic year. He recognized VP Villmer for completing the FY 2027 budget process and thanked VP Morrison for her work completing the HLC assurance argument and federal compliance report. He also recognized EVP Nolan and her staff involved in move-in activities and preparations for the arrival of students.

BUSINESS**Emergency Operations**

Trustees reviewed the updated Emergency Operations Manual, including revisions to personnel assignments and responsibilities. Administration clarified that certain incident-command positions are assigned as needed depending on the nature of an emergency and that appropriate College personnel and outside agencies may be incorporated into the response when necessary. This was a discussion item; no

Employment-Based Immigration Sponsorship Policy

The College presented a new policy to address employment-based immigration sponsorship for critical or hard-to-fill positions. Sponsorship may include OPT, STEM OPT extensions, H-1B petitions or similar federal programs, following a review of recruitment history, institutional needs, legal requirements and available resources. The Board must be notified of each approval.

Jessica Vaughn moved to approve the policy as presented. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

KACC Request

The College requested permission to serve alcohol during the Dec. 3, 2026 Kansas Association of Community Colleges (KACC) meeting hosted on campus. The Rental of Facilities policy prohibits alcohol on campus unless the Board approves it. No public money will be used to purchase the alcohol.

Zach Odell moved to approve the request as presented. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

Policy Review (Applicant Travel Reimbursement, Conflict of Interest, Promotion, Records Retention)

- Applicant Travel Reimbursement: Revised to establish a \$1,000 maximum reimbursement per in-person interview for qualifying applicant travel expenses.
- Conflict of Interest: Revised to broaden and clarify what may constitute a conflict of interest and also strengthens disclosure requirements. Annual disclosures for employees and Trustees were expanded, and approval responsibilities were updated.
- Promotion: Revised to require employment and promotional decisions to be made in accordance with the College's Equal Employment Opportunity and nondiscrimination policies and applicable law.
- Records Retention: Substantially rewritten and streamlined to clarify responsibilities for managing paper and electronic College records, designates the Vice President of Finance and Operations as the Agency Records Officer, and establishes requirements for records destruction, documentation, and litigation holds.

Audrey Hines moved to approve the policy updates as presented. A roll-call vote was taken. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

Student Housing Handbook

Trustees reviewed the Student Housing Handbook, which included minor revisions.

This was a discussion item.

Williams & Fudge, Inc. - Collection Services

The College presented Williams & Fudge, Inc. as an additional collections agency offering alternative methods and international collection services. The agency charges no upfront fees

and retains 20% of amounts collected. The firm would be the third collections agency the College uses.

Jessica Vaughn moved to approve the request to use Williams & Fudge as presented. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

Resignations

The Board accepted the resignations of Bennett Cave, Assistant Financial Aid, and Mathew Scott, Cross Country Coach, who are leaving to pursue other career opportunities. The Board also accepted the resignation of Jazmine Esparza, Head Softball Coach, who accepted an assistant coaching position at Dartmouth University.

Zack Odell moved to approve the resignations as presented. A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

Executive Session

At 5:38 p.m., Donna Henry made a motion to enter an executive session pursuant to the non-elected personnel exception under the Kansas Open Meetings Act, K.S.A. 75-4319(b)(1), for 15 minutes, to discuss matters relating to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed. The open meeting was to resume in the Board Room at 5:53 p.m. Those invited to remain in the executive session included the Board of Trustees and the President.

A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

At 5:53 p.m., the Board returned to open session. No action was taken.

At 5:53 p.m., Jessica Vaughn made a motion to enter an executive session pursuant to the non-elected personnel exception under the Kansas Open Meetings Act, K.S.A. 75-4319(b)(1), for 7 minutes, to discuss matters relating to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed. The open meeting was to resume in the Board Room at 6:00 p.m. Those invited to remain in the executive session included the Board of Trustees and the President.

A roll-call vote was taken. Voting Yea: Donna Henry, Audrey Hines, Arlen Leiker, Zack Odell, Patrick Toth, Jessica Vaughn. Total: 6 Yeas, 0 Nays. The motion was adopted unanimously.

At 6:00 p.m., the Board returned to open session. No action was taken.

ADJOURNMENT

At 6:01 p.m., the meeting adjourned.

Colby Community College Board of Trustees Minutes

August 17, 2026

Signed: _____
Chairperson

Signed: _____
Secretary