



September 21, 2026

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 21, 2026, at 5:00 p.m.** in the Board Room, Thomas Hall, of Colby Community College, Colby, Kansas.

Items of business on the agenda include the following:

I. Open Meeting

II. Introductions

III. Approval of the Consent Agenda

- A. Minutes of August 17, 2026
- B. Resolution #2 (as presented in the finance packet)

IV. 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

V. Foundation Update

VI. Business

- A. Unfinished Business
- B. Colby Community College and Colby Public Schools Bus MOU (Action)
- C. Disposition of Surplus (Action)
- D. Late Fall Tuition Rates (Action)
- E. Norton Correctional Facility Write-Off (Action)
- F. Policy Review (Absences, FERPA, Personal Relationship, Publication and Logo Use, Seeking Employment Policies) (Action)
- G. Strategic Plan Review (Discussion)
- H. Wrestling Mat RFP (Action)
- I. Resignation (Action)
- J. Executive Session
 - i. 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

September 21, 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 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, September 21, 2026, at 5:00 p.m.

Members Present

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

Members Absent

Donna Henry.

Others Present

Nikol Nolan, Justin Villmer, Angel Morrison, Kenny Hernandez, Melissa Rickford, and Derek White. Doug Johnson recorded the minutes.

APPROVAL OF THE CONSENT AGENDA

Audrey Hines moved to approve the consent agenda, which included August 17, 2026, meeting minutes, contracts, and Resolution No. 2 as presented in the finance packet. The motion was adopted.

REPORTS FROM ADMINISTRATORS

Nikol Nolan, Student Affairs

All students temporarily housed in a local motel were moved into campus housing during the week. Despite housing capacity challenges, the College had little student attrition since the beginning of the semester. Federal financial aid disbursements were beginning. The semester certification day was on September 17.

Angel Morrison, Academic Affairs

The Higher Learning Commission site visit was successful, with positive feedback from the peer review team. The College anticipated receiving a draft report by the end of September to early October. Overload contracts were being prepared after certification day, and the spring course schedule was in development.

Justin Villmer, Business Affairs

The Business Office was preparing for the annual audit, with auditors scheduled to be on campus Oct. 12-14, 2026. With the transition to CoreCampus, the College is considering replacement options for student payment plans and student refunds that could provide significant savings to the institution.

Doug Johnson, Public Relations

The printed copy of the 2026 Annual Report was presented.

Kenny Hernandez, Athletics

Volleyball was recently ranked No. 7 nationally and would play at Dodge City (14) on Sept. 26. New basketball goals are being installed in the campus gym, with floor resurfacing scheduled for the week of Sept. 28.

Seth Carter, President

Dr. Carter thanked everyone for their work on the HLC site visit.

FOUNDATION UPDATE

Director Melissa Rickford reported that the Foundation received an unmodified opinion on the recent audit. More than 320 thank-you notes from student scholarship recipients were being mailed. Work was also underway on the annual giving campaign, and information regarding the upcoming Benefit Auction would be distributed during the following month.

BUSINESS**Colby Community College and Colby Public Schools Bus MOU**

The Memorandum of Understanding establishes the terms under which USD 315 Colby Public Schools may use a Colby Community College-owned bus for school-sponsored activities and educational events. USD 315 is responsible for qualified drivers, appropriate insurance, damage and incident reporting, and returning the bus fueled and in substantially the same condition. CCC retains ownership, control and priority use, and no money will be exchanged under the agreement. The partnership is intended to assist the school district with transportation needs.

Jessica Vaughn moved to approve the MOU as presented. The motion was adopted.

Disposition of Surplus

Trustees reviewed a list that included 12 horses from the Equine program (pending pregnancy checks), which will be sold, donated, or returned to their original owner as appropriate, including three retired horses to be donated. The Board also approved donating two outdated Oakworks treatment tables in the Physical Therapist Assistant program that had been replaced with updated equipment.

Arlen Leiker moved to approve the recommendations as presented. The motion was adopted.

Late Fall Tuition Rates

The administrative team requested to set the Late-Fall session course rate at \$133 per credit hour.

Audrey Hines moved to approve the late fall session tuition for \$133 per credit hour as presented. The motion was adopted.

Norton Correctional Facility Write-Off

The College requested to write off \$241,824 in student account balances associated with the Norton Correctional Facility for FY 2025. The total included \$104,752 from Fall 2024, \$107,817 from Spring 2025, and \$29,255 from Summer 2025.

Audrey Hines moved to approve the requested write-offs as presented. The motion was adopted.

Policy Review (Absences, FERPA, Personal Relationship, Publication and Logo Use, Seeking Employment)

- Absences: Revised to provide employees additional flexibility by allowing notification of an absence "as soon as practical" when advance notice or notification before 8 a.m. is not possible. Language was removed stating that an employee's obligation was not complete until the College was notified.
- FERPA: The Family Educational Rights and Privacy Act policy was updated to clarify the definition of students covered by the policy and revise directory information to align with other policies.
- Personal Relationship: Tabled until the October 2026 meeting.
- Publication and Logo Use: Substantially expanded and renamed the Communications and Branding Policy. The revised policy establishes standards for public-facing content, accessibility and branding; identifies materials requiring Public Relations approval versus routine departmental content; establishes requirements for external production and archiving; adds guidelines for artificial intelligence use and image manipulation; and defines responsibilities and potential corrective actions for noncompliance.
- Seeking Employment: Replaced the requirement for a specific College employment application with more flexible application materials, which may include a resume, cover letter, transcripts and references as determined for each job posting.

Jessica Vaughn moved to approve revisions to the Absences, FERPA, Publication and Logo Use, and Seeking Employment policies as presented, but tabled the Personal Relationships Policy for additional review. The motion was adopted unanimously.

Strategic Plan Review

Trustees reviewed the Strategic Plan Operational Status Update. President Carter noted that the College continues to perform strongly on its key metrics and remains on pace with the goals established under the current plan. Because the existing Strategic Plan has one year remaining, development of the next plan will begin later this fall, including surveys of community members, students and Trustees.

This was a discussion item.

Wrestling Mat RFP

The College issued a request for proposal seeking new mats for the men's and women's programs. Bids were received from three vendors, BSN Sports/Dollamur, EZ Flex Sport Mats and Dollamur Direct, ranging from \$21,900 to \$34,017. The College recommended Dollamur Direct for \$21,900, after sales tax is removed from the quote. Dollamur Direct's bid meets the RFP requirements, provides the lowest price, and meets the Nov. 30, 2026 delivery deadline. The College will provide \$10,950 toward the purchase, with the men's and women's wrestling programs splitting the remaining \$10,950 equally from their respective endowment funds. Existing mats will remain in use to provide additional practice space for the College's growing wrestling rosters.

Audrey Hines moved to approve the bid from Dollamur for \$21,900 that does not include sales tax. The motion was adopted.

Resignations

The Board accepted the resignation of Derek Reilly, Alternative Energy Program Director, who is retiring at the end of the current academic year. President Carter thanked him for his 17 years of service to the College and students.

Zack Odell moved to approve the retirement as presented. The motion was adopted.

Executive Session

At 5:42 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 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 5:57 p.m. Those invited to remain in the executive session included the Board of Trustees and the President.

The motion was adopted unanimously.

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

At 5:58 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 10 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 6:08 p.m. Those invited to remain in the executive session included the Board of Trustees and the President.

The motion was adopted unanimously.

At 6:08 p.m., the Board returned to open session. No action was taken.

ADJOURNMENT

Arlen Leiker moved to adjourn, and the motion was adopted. The meeting adjourned at 6:09 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary