

May 16, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, May 16, 2022, 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 April 18, 2022
- B. Resolution #10 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. AOOPT Clinical Agreement (Action)
- C. Disposition of Surplus (Action)
- D. Division Chair Restructure (Discussion)
- E. Embree Hall Flooring RFP (Action)
- F. Embree Hall Furniture RFP (Action)
- G. Fair Grounds Lease (Action)
- H. Greenbone GSM Cybersecurity Contract (Action)
- I. Hazard Pay (Action)
- J. Negotiations Approval (Action)
- K. Preceptorship Policy (Action)
- L. Regional Hazard Mitigation Plan (Action)
- M. Request of Trustees (Action)
- N. Strategic Planning 2022-2027 (Action)
- O. TransAct Contract Renewal (Action)
- P. Veterinary Nursing Preceptorship Clinical Agreements (Action)
- Q. Resignations (Action)
- R. Executive Session
 - a. Action if Necessary

V. Foundation Update

VI. Reports

- A. Reports from administrators
 - 1. Nikol Nolan, Student Affairs
 - 2. Tiffany Evans, Academic Affairs
 - 3. Justin Villmer, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Mike Saddler, Athletics
 - 6. Seth Carter, President

VII. Reports and Comments

- A. Comments from Trustees
- B. Other Items

VIII. Adjournment

Respectfully,



Seth Macon Carter
President

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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

May 16, 2022

I. CALL TO ORDER:

The Regular board meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in Thomas Hall on Monday, May 16, 2022, at 5:00 p.m. The Board of Trustees, Dr. Seth Carter, Vice President Dr. Tiffany Evans, Vice President Justin Villmer, Jennifer Schoenfeld, and Sloane Enninga from the Colby Free Press were present in the room. All others attended via zoom.

MEMBERS PRESENT:

Quintin Flanagin, Audrey Hines, Jessica Vaughn, Arlen Leiker, Patrick Toth and Dr. Seth Carter were present. Donna Henry participated via zoom.

MEMBERS ABSENT:

None

OTHERS PRESENT:

Doug Johnson participated via zoom. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

None

APPROVAL OF THE CONSENT AGENDA:

A motion was made by Jessica Vaughn to approve the consent agenda and was seconded by Patrick Toth. It passed 6-0 by roll-call vote.

BUSINESS

A. OLD BUSINESS:

None

B. AOOPT CLINICAL AGREEMENT (ACTION):

The Advanced Orthopedics of Oklahoma for the Physical Therapist (AOOPT) program is a standard clinical agreement. The agreement is new, thus requiring the Board of Trustee members' approval. Patrick Toth made a motion to approve the clinical agreement, and this motion was seconded by Arlen Leiker. The motion passed 6-0 with a roll-call vote.

C. DISPOSITION OF SURPLUS (ACTION):

The administrative team shared a list of 600 books for disposal. These books will be sold, recycled or donated. Patrick Toth made a motion to accept the disposition of surplus as presented. This motion was seconded by Jessica Vaughn, and it passed 6-0 with a roll-call vote.

D. DIVISION CHAIR RESTRUCTURE (DISCUSSION):

The administrative team shared the new division chair restructure. This item was for discussion and for the Board of Trustees' information.

E. EMBREE HALL FLOORING RFP (ACTION):

The College advertised for sealed bids to replace Embree Hall flooring, but only one vendor provided a bid. Office Works is the recommended vendor with a quote of \$45,582. The project will be paid for with institutional funds. Due to a potential conflict of interest, board member Quintin Flanagin did not participate in the discussion or vote. Audrey Hines made a motion to accept the recommended vendor for \$45,582. Arlen Leiker seconded the motion, and it passed 5-0 with a roll-call vote.

F. EMBREE HALL FURNITURE RFP (ACTION):

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The College released a Request for Proposal (RFP) via sealed bid to replace furniture with antimicrobial characteristics for the level three dorm rooms of Embree Hall, consisting of 26 shared rooms and two single living dorm rooms. The College received bids from MBI and Design Central. The administrative team recommended MBI for a total of \$65,254.62. HEERF funds will be used for this project. Audrey Hines made a motion to accept MBI's bid for \$65,254.62. This motion was seconded by Donna Henry, and it passed 6-0 with a roll-call vote.

G. FAIR GROUNDS LEASE (ACTION):

Trustees reviewed the standard agreement for the rodeo program to use the Thomas County Fairgrounds. The annual cost is \$3,500, which breaks down to a \$500 deposit and a \$1,500 expense per semester. Jessica Vaughn made a motion to accept the lease as presented. This motion was seconded by Patrick Toth, and it passed 6-0 by a roll-call vote.

H. GREENBONE GSM CYBERSECURITY CONTRACT (ACTION):

The purchase agreement with Netwrix (Greenbone GSM CENO) would allow the I.T. staff to run security scans at any time for any reason. The administrative team recommended entering into this contract for a three-year period. There will be an implementation fee of \$1,309 as well as a one-time payment of \$7,776.65 that covers three years. The total cost is \$9,084.65. Jessica Vaughn made a motion to accept the contract as presented, and this motion was seconded by Arlen Leiker. The motion passed 6-0 with a roll-call vote.

I. HAZARD PAY (ACTION):

The administrative team made a recommendation to utilize CRRSAA funds to provide College employees with hazard pay based on an eligibility schedule in the Board of Trustee packet. The College president is not allowed to receive this pay, and the vice-presidents will be paid from institutional funds. Arlen Leiker made a motion to accept the hazard pay as presented, and it was seconded by Patrick Toth. The motion passed 6-0 with a roll-call vote.

J. NEGOTIATIONS APPROVAL (ACTION):

The faculty voted and approved a change in contact hours, an overload and alternative teaching method pay schedule, an overload, outreach, and alternative teaching method compensation, and a salary schedule. A motion was made by Arlen Leiker to accept the negotiated items as presented. This motion was seconded by Jessica Vaughn, and it passed 6-0 with a roll-call vote.

K. PRECEPTORSHIP POLICY (ACTION):

The administrative team requested that the Board of Trustees grant authority to the College president to sign preceptorship clinical agreements for the Veterinary Nursing program. The request was presented because all of the agreements are done on a standard template and disseminated by the College. The clinical locations are the only difference in the agreements. The Board will not have to approve a large number of agreements on an annual basis if the president is allowed to sign. However, variance in a clinical agreement will require Board of Trustee approval. Patrick Toth made a motion to approve this request and was seconded by Donna Henry. This passed 6-0 by a roll-call vote.

L. REGIONAL HAZARD MITIGATION PLAN (ACTION):

This agreement was requested by the Thomas County Emergency Management to have jurisdictions in compliance with FEMA. Arlen Leiker made a motion to accept

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the agreement as presented, and it was seconded by Jessica Vaughn. The motion passed 6-0 with a roll-call vote.

M. REQUEST OF TRUSTEES (ACTION):

The administrative team requested the authority to serve alcohol on campus at the Kansas Association of Community College Trustees meeting on June 3, 2022. No public funds will be used to purchase alcohol. Audrey Hines made a motion to approve the request, which was seconded by Arlen Leiker. This motion passed 5-1 with a roll-call vote. Quintin Flanagan served as the dissenting vote.

N. STRATEGIC PLANNING 2022-2027 (ACTION):

The administrative team requested the approval of the newly proposed Strategic Plan 2022-2027. The themes and goals had been vetted through the campus, community, students and trustees. Arlen Leiker made a motion to accept the plan as presented, and this was seconded by Audrey Hines. The motion passed 6-0 with a roll-call vote.

O. TRANSACT CONTRACT RENEWAL (ACTION):

The administrative team recommended renewing the agreement with Transact for a three-year period. Services purchased through Transact include the College's student billing module, online payment module, payment plan module, electronic student refund module, Flywire, and 1098-T reporting. This agreement would run from June 1, 2022, thru May 31, 2025, for a total cost of \$108,475.65. Jessica Vaughn made a motion to accept the contract as presented. This was seconded by Donna Henry and passed 6-0 with a roll-call vote.

P. VETERINARY NURSING PRECEPTORSHIP CLINICAL AGREEMENTS (ACTION):

These were the 16 copies of the different preceptor clinical agreements provided to illustrate they are all the same but with different locations. The Board of Trustees did not review these as the prior policy superseded the need to review them. No action was taken.

Q. RESIGNATIONS (ACTION):

Resignations were received from Regena Barnum, Copy Center Manager; Autumn Cummins, Physical Therapist Assistant program director; and Bill Hancock, Director of Special Projects. Audrey Hines made a motion to accept the resignations and was seconded by Arlen Leiker. The motion passed 6-0 with a roll-call vote.

R. EXECUTIVE SESSION:

At 5:55 p.m., a 30-minute executive session was requested by the Board of Trustees with Dr. Carter in attendance. Arlen Leiker made a motion to enter into executive session, and Audrey Hines seconded the motion. It passed 6-0 with a roll-call vote. At 6:25 p.m., Audrey Hines made a motion to enter into a second executive session for an additional 15 minutes. This was seconded by Jessica Vaughn and passed 6-0 with a roll-call vote. The Board of Trustees resumed in open session at 6:40 p.m. with no action taken.

III. FOUNDATION UPDATE:

Jennifer Schoenfeld, Endowment Foundation director, shared the foundation is sponsoring the Campus, Community and Technical College officers' training at the Frahm Educational Center on June 22 and 23, 2022.

IV. REPORTS:

REPORTS FROM ADMINISTRATORS:

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1. Dr. Carter reported on Student Affairs in Nikol Nolan's absence. Enrollment is up and looking really positive for the fall semester.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, shared that the rodeo coach was working hard to recruit rodeo students. He has signed seven students with three more students in pending status and hopes to add even more students. Dr. Evans commented on the high caliber of interviewees for the various academic openings.
3. Justin Villmer, Vice President of Business Affairs, shared that the parking lot at the Bedker Memorial Complex was being dug up and replaced. Justin set up a preliminary meeting to ascertain that the College and the auditing firm are on the same track regarding the data being collected and to verify the expectations of the auditors.
4. Doug Johnson, Director of Public Information, shared that the nursing pinning and graduation went very smoothly. Everyone was excited about having the events in the new Event Center.
5. Dr. Carter presented for Mike Saddler, athletic director. Sixteen students qualified for nationals in track and field. The baseball team was scheduled to play on May 17.
6. President Carter discussed how many projects were happening at the time. Many positive projects are ongoing.

REPORTS AND COMMENTS:

Everyone had positive comments on the graduation ceremony. Trustees expressed many thanks to all for their hard work. Arlen Leiker reminded the Board members of the KACCT meeting on June 3, 2022, on the College campus. The ACCT will be held in October 2022 for anyone who may be interested.

ADJOURNMENT:

A motion was made by Arlen Leiker to adjourn the meeting, and Audrey Hines seconded the motion. It passed 6-0, and the meeting adjourned at 6:58 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary