



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
March 20, 2023

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 held in Thomas Hall on Monday, March 20, 2023, at 5:00 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT

None.

OTHERS PRESENT

Sheri Knight, Vice President of Business Affairs; Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; and Tara Schroer. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

None.

III. APPROVAL OF THE CONSENT AGENDA

It was noted that the February 20 meeting started at 4:00 p.m. although the minutes listed the start time as 5:00. Arlen Leiker moved to accept the consent agenda with the change in the minutes, and Audrey Hines seconded the motion, which passed 6-0.

IV. BUSINESS

A. OLD BUSINESS

Norton Correctional Facility Write-Off (Action)

The administrative team requested to write-off student accounts from the Norton Correctional Facility for the Spring 2022 semester in the amount of \$45,279.75.

Audrey Hines made a motion to write off the balance, and it was seconded by Donna Henry. The motion passed 6-0.

B. DaVita Dialysis Contacting

Trustees reviewed a standard memorandum of agreement between the College and DaVita Dialysis Contracting, LLC. The agreement allows CCC nursing students to perform their nephrology observation. A motion by Jessica Vaughn was seconded by Patrick Toth and passed 6-0.

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C. Disposition of Surplus (Action)

The administrative team requested to dispose of the following items: Andis Super AGR+ Rechargeable Clipper and Stand (not working) and a damaged wood table. Neither item has any material value. A motion was made by Jessica Vaughn and seconded by Audrey Hines. The motion carried 6-0.

D. Forklift SAPP (Action)

The College sought formal approval to teach an introduction to forklift operation course in a one to four-credit hour format at the Norton Correctional Facility. The program is considered a Stand-Alone Parent Program (SAPP). Because of funding from the Kansas Department of Corrections, the only cost the College has invested in the program is an instructor. Arlen Leiker made a motion to accept the proposal, and he was seconded by Donna Henry. The motion passed 6-0.

E. Policy Review: Evaluation of Professional Employees and Notice of Non-Discrimination (Action)

The administrative team recommended the Evaluation of Professional Employees policy be aligned with the same policy from the faculty Master Agreement and the name changed to Employee Probation and Evaluation of Professional Employees. No substantive changes were made. The Kansas Board of Regents had recently reviewed the Notice of Non-Discrimination. The College also wanted to have the board review it. No changes were requested. A motion by Donna Henry was seconded by Jessica Vaughn and passed 6-0.

F. Room and Board Rates AY-24 (Action)

College administration recommended increases to room rates ranging from 1.01%-1.18% for the 2023-2024 school year. The dollar amounts range from \$39-\$51 per year, depending on the facility and room type (single rooms were increased by \$51/year, with double occupancy rooms being increased by \$39/year). The room increase is being held low to keep room and board costs as low as possible due to an 8% CPI increase from Consolidated Management (the College's third-party food service vendor). This reflects an annual increase of \$224.85 per student for their meal plan only. The total increase for room and board ranges from \$263.85-\$275.85 (5%-8%) for all students, depending on the facility and room type.

After discussion, the item was tabled until the April meeting.

G. Tuition and Fees AY-24 (Action)

Physical Tuition Rates: The administration team recommended an increase of \$2.50 per credit hour (1.93% based on the current in-state rate). This would be reflected by adding \$1 per credit hour to tuition, \$1 to student fees, and \$0.50 to technology fees. All other categories of students be increased by the same dollar amount (not a percentage).

Online Tuition Rates: An increase of \$3.00 per credit hour (2.07% based on the current in-state rate) was proposed. Doing so would change the current in-state online tuition rate from \$144.75 per credit hour to \$147.75 per credit hour. All other categories of students be increased by the same dollar amount (not a percentage).

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This item was tabled until the April meeting.

H. Resignations (Action)

Women's basketball coach James Cole and Aaron Thayer, welding instructor, both resigned to pursue other career opportunities. Due to Mr. Thayer leaving during the semester, the Trustees unanimously voted to assess a 10% penalty, per the terms of the Master Agreement. Jessica Vaughn motioned to accept the resignations with a 10% penalty assessed to Mr. Thayer. Arlen Leiker seconded the motion, and it passed 6-0.

V. Foundation Update

Dr. Carter said the College received a \$25,000 donation from the Sealy Foundation. To date, a little over \$2.7 million had been raised for the new Ag Center. He recently submitted grant applications to the Hansen Foundation and a separate request for the swimming pool renovations. Regarding the endowment director opening, an offer was made, but the candidate declined. Some endowed scholarships will be presented to the board at a meeting within the coming months.

VI. Reports

1. Nikol Nolan, Student Affairs

Student Support Services submitted the Annual Performance Report to the Dept. of Education. SSS has met or exceeded the goals within the grant. Enrollment for the fall semester begins April 3; Admissions is still visiting high schools.

2. Tiffany Evans, Academic Affairs

Twenty-seven students were inducted into Phi Theta Kappa at a ceremony on Feb. 23. The ag division hosted a career and transfer fair on March 8. Feedback was positive, and other departments have expressed interest in hosting a similar event next year that includes multiple divisions. The Art on the Oasis show March 5-7 was successful; it was nice to hear from community members and have them on campus.

3. Sheri Knight, Business Affairs

The business department was cross-training and planning on budgeting and reporting.

4. Doug Johnson, Public Relations

Doug will attend the Higher Learning Commission conference in Chicago on March 24-28. The college had a booth at the Home Show 17-19.

5. Athletics

Dr. Carter reported for Mike Saddler. Three candidates were interviewed for the AD position, and two were brought to campus for a second interview. The committee would meet on March 21 to select a candidate and make an offer.

6. Seth Carter, President

Dr. Carter said Sen. Jerry Moran would be on campus on April 4 to tour the dental

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hygiene clinic and announce new funding for the program. Tours of the new ag building were scheduled for employees on March 24.

VII. Reports and Comments

Arlen Leiker met with Sen. Rick Billinger and said CCC would receive capital outlay funds from the state. Arlen will attend state meetings in Topeka with Dr. Carter on March 22-24 and the PTK student luncheon in Junction City in early April. Jessica Vaughn and Donna Henry thanked the college staff, employees, and all who have taken on extra roles while positions are being filled. Quentin Flanagan thanked all involved with handling the Endowment Foundation books. Patrick Toth appreciated the positive momentum of the college. Audrey Hines said she was impressed with the community involvement with various activities on campus.

VIII. Adjournment

Arlen Leiker moved to adjourn, and Patrick Toth seconded the motion. It passed 6-0, and the meeting adjourned at 6:12 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary