



January 24, 2022

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 24, 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 December 13, 2021
- B. Resolution #6 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Adam Brown-Annual Audit Presentation (Action)
- C. Bellevue Articulation Agreement (Action)
- D. Chase County Schools MOA (Action)
- E. Check Signing Procedures-Change Request (Action)
- F. Easement Request (Action)
- G. First Care Clinic Dental Office (Action)
- H. Genesis Dental Office MOA (Action)
- I. Institutional Assessment Software RFP (Action)
- J. Prior Year Changes Policy (Action)
- K. Policy Review (Complaint and CCC Financial Statement Policy)-(Action)
- L. Tractor Lease (Action)
- M. Vehicle Replacement RFP (Action)
- N. Resignations (Action)
- O. 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.

January 24, 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, January 24, 2022, at 5:00 p.m. The Board of Trustees, Dr. Carter, and Sloane Enninga from the Colby Free Press were present in the board room.

### **MEMBERS PRESENT:**

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

### **MEMBERS ABSENT:**

None

### **OTHERS PRESENT:**

Dr. Tiffany Evans, Nikol Nolan, Justin Villmer, Jennifer Schoenfeld, Doug Johnson, and Mike Saddler participated via zoom. Chriss Ellison recorded the minutes.

## **II. INTRODUCTIONS:**

Nikki Moss, Adams Brown Auditing, attended the meeting in-person with Danielle Hollingshead and Alexis Crispin, Adams Brown Auditing participating via zoom.

### **APPROVAL OF THE CONSENT AGENDA:**

It was noted that there were two errors in the December 2021 board meeting minutes. The first correction was an incorrect date for the Martin Luther King holiday. The second error listed Patrick Toth as the new Board of Trustee chairperson when it should have been Quintin Flanagin. A motion was made by Audrey Hines to amend the minutes and was seconded by Jessica Vaughn. It passed 6-0. Patrick Toth moved to approve Resolution #6, and it was seconded by Donna Henry. It passed 6-0.

### **BUSINESS**

#### **A. OLD BUSINESS:**

None

#### **B. ADAMS BROWN-ANNUAL AUDIT PRESENTATION (ACTION):**

The College received its annual audit report from Adams Brown. This year, the College had one significant deficiency in the Title IV cluster (Federal Financial Aid). The finding revolves around some students not being properly calculated for the return of Title IV funds in accordance with the National Student Loan Data System information. The College contested this finding but was unable to get it overturned. The audit was very positive and represented another solid year of financial growth for the College. Donna Henry made a motion to approve the audit as presented, and Arlen Leiker seconded the motion. It passed 6-0.

#### **C. BELLEVUE ARTICULATION AGREEMENT (ACTION):**

The College requested approval to establish an articulation agreement with Bellevue University in Bellevue, NE. This agreement is classified as 2 + 2 for students to earn a baccalaureate degree. The agreement could also be classified as a 3 + 1 as Bellevue only requires 30 hours of residency hours to be completed with their institution. Jessica Vaughn made a motion to accept the memorandum of agreement as presented. This was seconded by Donna Henry and passed 6-0.

#### **D. CHASE COUNTY SCHOOLS MOA (ACTION):**

The College administrative team requested approval for a memorandum of agreement with Chase County Schools for the College's nursing program to complete clinicals.

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The school is located in Imperial, NE. Donna Henry made a motion to accept the memorandum of agreement. This was seconded by Arlen Leiker and passed 6-0.

**E. CHASE COUNTY HOSPITAL MOA (ACTION):**

The College administrative team requested approval for a memorandum of agreement with Chase County Hospital in Imperial, NE, for nursing program students to complete clinicals. Donna Henry made a motion to accept the memorandum of agreement, and it was seconded by Arlen Leiker. It passed 6-0.

**F. CHECK SIGNING PROCEDURES – CHANGE REQUEST (ACTION):**

The administrative team recommended adjusting the College's current signing procedure to only require a Board of Trustee signature if the check is over \$20,000. The administration recommended that any check over \$5,000 require two administrator signatures, and checks over \$20,000 require three signatures (two administrators and one Board member). The Board requested the College formalize and adopt a formal check signing policy in addition to this operational procedure that became effective on Jan. 24, 2022. Quintin Flanagan moved to approve the procedure revision, and Patrick Toth seconded the motion. It passed 6-0.

**G. EASEMENT REQUEST (ACTION):**

A request was made to provide a utility easement between the College and the city of Colby for a subdivision being built south of the college. The easement will not affect the College's operation in any capacity. The administrative team recommended the College grant the utility easement with no money being exchanged. Audrey Hines moved to accept the easement recommendation and was seconded by Donna Henry. It passed 6-0.

**H. FIRST CARE CLINIC DENTAL OFFICE MOA (ACTION):**

Trustees reviewed a memorandum of agreement between the College's dental hygiene program and the First Care Dental Clinic in Hays, KS. The agreement will allow students to conduct clinical rotations within the facility. Audrey Hines moved to accept the memorandum of agreement and was seconded by Donna Henry. It passed 6-0.

**I. GENESIS DENTAL OFFICE MOA (ACTION):**

Trustees reviewed a memorandum of agreement between the College's dental hygiene program and the Genesis Dental Office in Garden City, KS. The agreement will allow dental hygiene students to do clinical rotations in this facility. Arlen Leiker made a motion to accept the agreement as presented and was seconded by Patrick Toth. It passed 6-0.

**J. INSTITUTIONAL ASSESSMENT SOFTWARE (ACTION):**

The College recommended the purchase of the Watermark assessment software. Bids were received from eLumen, Hurixdigital, and Watermark. The year-one cost will be \$18,049, years two and three will be \$30,419, and years four and five will be \$30,907. Arlen Leiker moved to accept the Watermark bid for five years at the prices provided. Audrey Hines seconded the motion and it passed 6-0.

**K. PRIOR YEAR CHANGES POLICY (ACTION):**

Federal student financial aid can only cover institutional charges for the current academic year, as defined by the U.S. Department of Education. However, students receiving federal aid, but are allowed to enroll for a semester while still owing institutional charges (i.e., tuition, fees, books, room/board), may have up to \$200 from current year financial awards (Pell and/or loans) applied to a prior year balance

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without authorization from the student. As per the CCC Financial Agreement and pursuant to other CCC policies, students should seek to have a zero balance on all prior semesters. This is in accordance with the Department of Education 34 CFR 668.164(c)(4) and 668.164(c)(3). A motion was made by Audrey Hines to accept the policy as presented and was seconded by Jessica Vaughn. It passed 6-0.

**L. POLICY REVIEW (COMPLAINT & CCC FINANCIAL STATEMENT POLICY (ACTION):**

The CCC Financial Statement was updated to incorporate the Prior Years Changes Policy, and the Complaint Policy was updated to reflect language that was missing. A motion was made by Arlen Leiker to accept the Complaint Policy with the revised wording. This was seconded by Audrey Hines. It passed 6-0. Arlen Leiker made a motion to accept the CCC Financial Policy as presented and was seconded by Audrey Hines. It passed 6-0.

**M. TRACTOR LEASE (ACTION):**

The College administrative team recommended a new tractor lease agreement between the College and Colby Ag Center, LLC. The cost of this agreement is identical to the previous agreement (\$10/hour of use) for a total not to exceed 250 hours (\$2,500 annually). The lease is for a 2021 Farmall 140A with an MSL loader. The lease will run through December 2022. A motion was made by Jessica Vaughn to accept the lease as presented. This was seconded by Audrey Hines and passed 6-0.

**N. VEHICLE REPLACEMENT RFP (ACTION):**

An RFP was sent out to replace the following six vehicles: 2014 Dodge Grand Caravan (last six of the VIN # 356403), 2017 Dodge Grand Caravan (last six of the VIN # 699671), 2018 Ford Fusion (VIN # one ending in 186516 & the other 240416), 2018 Dodge Journey (last six of the VIN-347737), and a 2015 Chrysler 200 (last six of the VIN # 753059). Both vendors' proposals met or exceeded the requirements stated in the RFP. However, the trade-in allowance given by Colby Dodge was \$20,725 more than Tubbs Ford would allow. Subsequently, in the interest of securing the best value for CCC while still supporting local businesses, the recommendation was to allow both vendors the ability to fill a portion of the request.

The administrative team at Colby Community College recommended purchasing two new 2022 Chrysler 300 Touring AWD from Colby Dodge in the amount of \$34,886 (cumulative purchase price of \$69,772, *a discount of \$1,634 per vehicle*), less the trade-in of the six vehicles, resulting in \$78,225, for a net difference of **\$8,453** owed back to CCC. CCC would then purchase three 2022 Ford Escape "S" vehicles from Tubbs and Sons, in the amount of \$25,355 per vehicle (*a discount of \$1,900 per vehicle*), for a total cost of **\$76,065**. To trade in the six vehicles and purchase five brand new vehicles will cost CCC a net difference of **\$67,612**. Colby Dodge is committed to keeping CCC's trade value as close to those numbers provided in the bid for the duration it takes the College to receive their new vehicles. Jessica Vaughn made a motion to accept the College's recommendation to purchase the new vehicles with the trade-in of currently owned vehicles at the prices listed. Patrick Toth seconded the motion and it passed 6-0.

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## **O. RESIGNATIONS (ACTION):**

The resignation of Linda Nelson, director of the advising center, was presented for Board approval. Arlen Leiker made a motion to accept the resignation, and it was seconded by Patrick Toth. It passed 6-0.

## **P. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:**

At 6:03 p.m., Quintin Flanagin made a motion to move into a 15-minute executive session. This was seconded by Arlen Leiker and passed 6-0. At 6:19, Arlen Leiker made a motion to move back into the executive session with Dr. Carter. This was seconded by Jessica Vaughn. At 6:41 p.m., the Board returned to open session with no action taken.

## **III. FOUNDATION UPDATE:**

Dr. Carter presented Foundation information in Jennifer Schoenfeld's absence. At the time, the foundation had reached 87% of its funding goal.

## **IV. REPORTS:**

### **REPORTS FROM ADMINISTRATORS:**

1. Nikol Nolan, Vice President of Student Affairs, reported students are back on campus. The late fall session was very successful. Student Affairs is receiving very few student complaints.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, extended a welcome to the new rodeo coach, Mr. Elroy Hays, from Phillipsburg, KS. A student scored 957/1000 on the Microsoft Office Specialist exam. She is now qualified to participate at the national level in Dallas, TX, in June.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., shared that with the audit finalized, he will begin sending the financial data to various agencies. All of the furniture is now installed. The FY23-24 Perkins V Comprehensive Regional Needs Assessment initiative is almost finalized.
4. Doug Johnson, Director of Public Information, shared that the College radio station is off the air. The College is moving forward and will be using online streaming, which will be a great platform for the apps. The podcasting class has been interesting and hopefully will help draw in a new audience.
5. Mike Saddler, Athletic Director, shared that athletics was returning to normal slowly but surely. The coaches had collectively decided to pause wrestling so all students could get healthy. CCC will be hosting the district tournament on February 12. The athletes continue to be successful with academics. Seventy percent of the student-athletes had a 3.0 or higher G.P.A., and 28 students recorded a 4.0 G.P.A. for the term.
6. President Carter shared that he and Arlen Leiker would be traveling to Washington, D.C., to attend the National Legislature Summit in February. They will be meeting with three federal representatives.

### **REPORTS AND COMMENTS:**

Board of Trustee members expressed many thanks to everyone for their hard work. Congratulations were shared with Dr. Evans on her success with the new grant. Board members Patrick Toth and Quintin Flanagin shared how they received so many compliments on the College at the Orange & Black Basketball Classic. Many people commented on how the College's appearance had improved so much over the past few years.

### **ADJOURNMENT:**

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Audrey Hines made a motion to adjourn and was seconded by Arlen Leiker. The motion passed unanimously. The meeting ended at 7:04 p.m.

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

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