

December 23, 2023

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 23, 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 12, 2022
- B. Resolution #6 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Collections Report (Action)
- B. Audit (Action)
- C. Agricultural Center Furniture RFP (Action)
- D. Castle Branch-Nursing Agreement (Action)
- E. Diversity, Equity, and Inclusion Plan (Discussion)
- F. Endowment Funding (Action)
- G. First Care Memorandum of Agreement (Action)
- H. Resignations (Action)

V. Foundation Update

VI. Reports

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

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

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

January 23, 2023

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 23, 2022, at 4:00 p.m. A request was made to add item “I” to the meeting agenda for an Executive Session with the Board of Trustees and Dr. Carter. Arlen Leiker moved to approve this request and Jessica Vaughn seconded the motion. It passed 5-0.

MEMBERS PRESENT:

Arlen Leiker, Donna Henry, Quintin Flanagin, Jessica Vaughn and Dr. Seth Carter were present. Audrey Hines telephoned into the meeting.

MEMBERS ABSENT:

Patrick Toth was absent.

OTHERS PRESENT:

Sheri Knight, Vice President of Business Affairs; Doug Johnson, Director of Public Affairs; Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Mike Saddler, Athletic Director, and Sloane Enninga from the Colby Free Press. Chriss Ellison recorded the minutes.

II. INTRODUCTIONS:

Introductions included D. Scot Loyd and Christina Henson from the Loyd Group, LLC, Sloane Enninga from the Colby Free Press, and the Board of Trustee members.

III. APPROVAL OF THE CONSENT AGENDA:

Jessica Vaughn moved to accept the consent agenda, and Donna Henry seconded the motion. The motion passed 5-0.

IV. BUSINESS

A. OLD BUSINESS:

Student Collections/Write-Offs (Action): This was approved at the last Board of Trustee meeting under the Consent Agenda. It should not have been and was not listed as a line item for an individual vote. The Board of Trustees have always formally voted on the Student Collection/Write-Off as a single item. Donna Henry made a motion to accept the collection report as presented, and Arlen Leiker seconded the motion. It passed 5-0.

B. AUDIT (ACTION):

The final audit report was received during the week of January 16, 2023. Two representatives from the Loyd Group, LLC presented the highlights of the audit at the board meeting. The audit reflected no findings on any of the audits conducted (Financial Aid, Single Audit on the College, Single Audit on the Endowment, and the Single Audit on the HEERF funds). Jessica Vaughn made a motion to accept the audit as presented by the Loyd Group, LLC, and this was seconded by Donna Henry. The motion passed 5-0.

C. AGRICULTURAL CENTER FURNITURE RFP (ACTION):

The College created an RFP to order new furniture for the new Agricultural Center. The furniture will be anti-microbial and allow for social distancing making it an allowable HEERF purchase. The RFP was sent to three vendors (Design Central, MBI, and Office Works). Only Design Central and MBI provided bids. The administrative team recommends the selection of MBI for \$87,863.99. Donna Henry

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made a motion to approve the RFP for MBI as presented, and this was seconded by Arlen Leiker. The motion passed 5-0.

D. CASTLE BRANCH NURSING AGREEMENT (ACTION):

This is a contract agreement to utilize Castle Branch for the nursing programs. The cost will be \$10 per student, and this manages the students' records at Salina Regional Health Center as required by the Health Center. Jessica Vaughn made a motion to approve the agreement as presented, and this was seconded by Donna Henry. It passed 5-0.

E. DIVERSITY, EQUITY, AND INCLUSION PLAN (DISCUSSION):

Trustees heard an overview of the College's plan and how it incorporates diversity, equity, and inclusion in the College's daily operations. This was a discussion item and did not require a vote.

F. ENDOWMENT FUNDING (ACTION):

Trustees discussed the College's funding of the Endowment Director position for salary and fringe benefits. A recommendation was made to fund this position through the institution. The Board of Trustees requested the item be tabled until additional information was established about the reporting structure between the College and the Endowment.

G. FIRST CARE MEMORANDUM OF AGREEMENT (ACTION):

The clinical education agreement between the College and First Care Clinic is a standard clinical contract for the Dental Hygiene program. This contract allows College students to earn clinical hours from this agency. Jessica Vaughn made a motion to accept the agreement as presented and Donna Henry seconded the motion. It passed 5-0.

H. RESIGNATIONS (ACTION):

Resignations were presented for Bridget Watson, Endowment Administrative Assistant; Ariel Bertrand, Assistant Financial Aid Director; and Mercedes Paredes, Health Science Administrative Assistant. A motion was made by Donna Henry to accept the resignations as presented. This was seconded by Arlen Leiker, and the motion passed 5-0.

I. EXECUTIVE SESSION (ACTION):

Quintin Flanagin made a motion for the Board of Trustees to go into a 15-minute Executive Session at 4:55 p.m. This was seconded by Arlen Leiker and approved 5-0. At 5:10 p.m., the Board of Trustees resumed the open session with no action taken.

V. FOUNDATION UPDATE:

Sheri Knight, C.F.O., reported in the absence of the Endowment Director. The College's business office will pick up the Endowment office's responsibilities. Quintin Flanagin reported that the Endowment audit was excellent, with no findings.

VI. REPORTS:

1. Nikol Nolan, Vice President of Student Affairs, reported that seven students had been moved to a motel because of water damage in student housing over Christmas break. The students were relocated back to campus after six nights at the motel.
2. Dr. Evans, Vice President of Academic Affairs, shared that strategic alignment for student success was underway. Dr. Evans and the division chairs have been meeting to review all aspects of a student's career path, i.e., persistence, enrollment, etc. Each

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division's goals had to align with the goals of the Vice President of Academic Affairs, which then align with the College's overall strategic plan.

3. Sheri Knight, C.F.O and Vice President of Business Affairs, said the College audit was complete and shared how nice it was to work with the Loyd Group, LLC. The business office was dedicating time and effort to upgrading the Great Plains software.
4. Doug Johnson, Director of Public Information, discussed the changes in the scheduling of athletic events due to the weather.
5. Mike Saddler, Athletic Director, shared more detail about rescheduling athletic events due to the weather.
6. President Carter shared that the College is working towards a certificate program at the Norton Correctional Facility for the skills needed to qualify as a forklift operator.

VII: REPORTS AND COMMENTS:

Board members thanked everyone for their hard work and dedication. Trustees shared their appreciation for moving the board meeting to 4:00 p.m. so that two board members and one College administrator could attend the Orange & Black basketball games.

VIII: ADJOURNMENT:

Jessica Vaughn moved to adjourn, and Donna Henry seconded the motion. It passed 5-0, and the meeting adjourned at 5:28 p.m.

Signed: _____Chairperson

Signed: _____Secretary