

September 18, 2023

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **September 18, 2023, 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 August 21, 2023
- B. Resolution #2 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Annual Report (Discussion)
- C. Colby Commitment Scholarship (Discussion)
- D. Disposition of Surplus (Action)
- E. Federal Payment Policy (Action)
- F. Legal Assistance Fund-KASB (Action)
- G. Northwest Kansas Educational Service Center Head Start/Early Head Start MOA (Action)
- H. Policy Review (Accessibility, DLVNP Rabies, and Condolences and Other Recognition Policy)-(Action)
- I. Resignations (Action)
- J. 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. Sheri Knight, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Kenny Hernandez, 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
September 18, 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, September 18, 2023, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Melissa Rickford, Institutional Advance Director; Kenny Hernandez, Athletic Director; faculty members Doris Donovan, Deb Bickner, and Dana Juenemann attended via Zoom. Sloane Enninga from the Colby Free Press joined via Zoom at 5:03 p.m. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

No introductions.

III. APPROVAL OF THE CONSENT AGENDA

Jessica Vaughn moved to accept the consent agenda that included the August 21, 2023, meeting minutes, employee contracts, and Resolution No. 2, as presented in the finance packet. The motion was seconded by Patrick Toth and passed 6-0.

IV. BUSINESS

A. Old Business

No new business was brought before the Board.

B. Annual Report (Discussion)

Trustees reviewed the 2022-23 Annual Report, a publication that chronicles highlights of the College's achievements and provides financial data from the academic year.

C. Colby Commitment Scholarship (Discussion)

President Carter proposed offering a tuition and books scholarship to students in the College's service area who are on free and reduced lunches. He will collect more information and report to the Trustees at a future meeting.

D. Disposition of Surplus

Trustees reviewed a list of items from the Veterinary Nursing department that are

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broken or nonfunctional. Jessica Vaughn made a motion to dispose of the presented items, which Donna Henry seconded. It passed 6-0.

E. Federal Payment Policy

President Carter presented a policy required to comply with the Code of Federal Regulation so the College is eligible to receive the Congressionally Directed Spending Request.

Donna Henry made a motion to approve the Federal Payment Policy, which Arlen Leiker seconded. It passed 6-0.

F. Legal Assistance Fund-KASB

Trustees review the agreement between Colby Community College and the Kansas Association of School Boards to provide legal assistance at \$2,750 per year (July 1, 2023-June 30, 2024).

Arlen Leiker seconded a motion by Patrick Toth to approve the Legal Assistance Fund. The motion passed 6-0.

G. NW Kansas Educational Service Center Head Start/Early Head Start MOA

The agreement with the NWKSESC Head Start/Early Start program and Colby Community College provides the Trauma Informed program at a rate of \$50 per credit hour. The annual agreement will be revised before the 2024-25 academic year. The tuition difference is funded through the Workforce Training Funds from the state. Dr. Carter noted the agreement strengthens the College's relationship with the Service Center and allows more individuals to access the program. Currently, the USDs receive free training because of Project EVERS (individuals not in K-12 education are not eligible for Project EVERS monies).

A motion by Arlen Leiker was seconded by Donna Henry to approve the agreement with the NWKSESC Head Start/Early Start program and CCC. The motion passed 6-0.

H. Policy Review: Accessibility, DLVNP Rabies, and Condolences and Other Recognition Policy

The following policies were reviewed: Accessibility, DLVNP Rabies, and Condolences and Other Recognition.

Arlen Leiker moved to update or review the policies. He was seconded by Patrick Toth. The motion passed 6-0.

I. Resignations

Assistant Wrestling Coach Quentin Pauda resigned to pursue other opportunities.

A motion was made by Donna Henry to accept the resignation, and Jessica Vaughn

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seconded the motion. The motion passed 6-0.

J. Executive Session

At 5:30 p.m., Chair Flanagin made a motion to enter into a 20-minute executive session with the Board and President Carter. Arlen Leiker seconded the motion, which passed 6-0.

At 5:50 p.m., Trustees returned to an open session. Quintin Flanagin moved to terminate custodian Ruby Shirley and was seconded by Audrey Hines. The motion passed 6-0.

V. Foundation Update

Melissa Rickford said the annual auction grossed a little over \$110,000, with the net total appearing to be more than in 2022. The Foundation board is discussing what time of year to have the auction in 2024. A former student donated a painting to the Foundation in early September.

VI. Reports

1. Nikol Nolan, Student Affairs

Students are starting to use the services available. The 16-week certification day is on September 25.

2. Tiffany Evans, Academic Affairs

Vice President Evans thanked everyone involved with the college rodeo on Sept. 15-17 and appreciated seeing so many athletic teams and student organizations work together with the community. Dr. Evans praised the collaboration among faculty on various projects. The College was currently implementing Civitas, an analytics system to advise students.

3. Sheri Knight, Business Affairs

Vice President Knight thanked the staff in the Business Office and other areas on campus who helped with the rodeo. She asked for two Trustees to join the Finance Committee. Audrey Hines and Donna Henry volunteered to serve on the committee in the fourth quarter.

4. Doug Johnson, Public Relations

Three new promotional videos have been produced and will be circulated for various marketing campaigns.

5. Kenny Hernandez, Athletics

Director Hernandez said the success of the rodeo was a complete community effort. The volleyball team was having a "pink-out" on Sept. 20. Baseball and softball teams have started their fall seasons. The men's and women's cross country teams won the junior college divisions at their first meet. The winter sports seasons begin on Oct. 1. The Student-Athlete Advisory Committee (SAAC) has been formed, and officers have been

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elected. The athletics website has a new look at colbytrojans.com.

6. Seth Carter, President

Dr. Carter said the College is volunteering at the Colby After School Program three out of four afternoons each week. Congressional funding has been approved, and the College will issue several RFPs in the coming weeks.

VII. Comments from Trustees

Arlen Leiker said he was impressed with the number of students who attended the rodeo. He will be traveling a lot with college-related issues in the fall. Donna Henry liked the idea of the bookstore having pop-up shops to sell gear. Jessica Vaughn said she had positive feedback on the Annual Report. Audrey Hines enjoyed the rodeo and appreciates the positive energy from the College employees. Patrick Toth praised the courses offered at the Norton Correctional Facility and helping the inmates. Quintin Flanagan said he enjoyed the rodeo and the business it brings to the community.

VIII. Adjournment

Arlen Leiker moved to adjourn, and Audrey Hines seconded the motion. It passed 6-0, and the meeting adjourned at 6:14 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary