



June 19, 2023

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 19, 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 May 15, 2023
- B. Resolution #11 (as presented in the finance packet)

IV. Business

- A. Old Business
- B. Athletic Apparel RFP (Action)
- C. Athletic Insurance Renewal (Action)
- D. Disposition of Surplus (Action)
- E. Dog Runs RFP (Action)
- F. Health Insurance Renewal (Action)
- G. Mission, Vision, Philosophy Review (Discussion, Action if Necessary)
- H. Niche Renewal (Action)
- I. Pasture Lease (Action)
- J. Policy for Review (Debt Management Policy and Social Media Policy Review)-(Action)
- K. Predictive Analytics RFP (Action)
- L. Tractor Lease (Action)
- M. Resignations (Action)
- N. 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
June 19, 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, June 19, 2023, at 5:00 p.m.

MEMBERS PRESENT

Arlen Leiker, Donna Henry, Quintin Flanagin, Audrey Hines, Jessica Vaughn, and Dr. Seth Carter. Patrick Toth joined the meeting via Zoom at 5:03 p.m.

OTHERS PRESENT

Dr. Tiffany Evans, Vice President of Academic Affairs; Nikol Nolan, Vice President of Student Affairs; Kenny Hernandez, Athletic Director; and Melissa Rickford, Endowment Foundation Director. 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 Resolution #11 and was seconded by Donna Henry. The motion passed 5-0.

IV. BUSINESS

A. OLD BUSINESS

There was no old business to be discussed.

B. Athletic Apparel RFP

The administrative team at Colby Community College recommended entering into an agreement with Adidas/MTXE for apparel and equipment purchases. The Adidas proposals are very similar in annual allotment and discounts related to equipment and apparel; MTXE provides knowledge and understanding of the Colby Athletic Department's demands. The vendors all provided benefits, but the benefits and customer service in a partnership with Adidas and MTXE were deemed to be the best options, experience, and pricing to the department. Donna Henry made a motion to accept the athletic apparel bid from Adidas/MTXE. Arlen Leiker seconded the motion, and it passed 6-0.

C. Athletic Insurance Renewal

The College recommended Great American Insurance Company for claims utilization

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 19, 2023

and A-G Administrators, Inc. as the claims payor. The renewal period reflects a \$4,400 difference from the last renewal cycle. The total cost of this premium with the administrative fee is \$85,100. Audrey Hines seconded a motion from Jessica Vaughn to accept the athletic insurance renewal. The motion passed 6-0.

D. Disposition of Surplus

Trustees reviewed a list of items the College no longer used because of damage or had no value. Audrey Hines made a motion to dispose of the presented items, and was seconded by Arlen Leiker. It passed 6-0.

E. Dog Run RFP

Two vendors submitted bids: Shor-Line; and, Midmark. Shor-Line would be able to meet the requirements for the dog runs. Depending on when the order is placed, the deadline of August 15, 2023, may be hard to meet but they will do their best and will communicate any discrepancies from the timeline. Shor-Line's bid was for \$175,626.60. Midmark could also meet the requirements for the dog runs and believe they would meet the deadline. Midmark's bid was \$143,570.17, which is \$32,065.43 less than Shor-Line's. Due to the ability of Midmark to meet all specifications at a substantially lower cost, the administration recommended Midmark. Audrey Hines made a motion to accept the Midmark bid of \$143,570.17. Donna Henry seconded the motion, which passed 6-0.

F. Health Insurance Renewal

The administrative team at Colby Community College requested authority to buy-down the College's health insurance plan by \$150,506 for 2023-2024.

* Colby Community College will fund the account at a 117.5% of expected costs (up from 112.5% in 2022-23).

* It was requested CCC do a one-time buy down of \$150,506, to reduce employee premiums and fund the institutional health insurance reserve (if the policy was funded at expected expenditures, the College would save any overage-\$66,941 for the following year).

* The College's current plan is running on a \$83,565 deficit in its health insurance reserve.

* The plan will increase 17% at a 117.5% funding rate for the College and a 8% increase for employees.

* Employee premiums will increase by a standard dollar amount of \$17 per month (\$204 per year).

Arlen Leiker made a motion to approve the College's recommendation of a 117.5% buydown. Donna Henry seconded the motion. Before calling for a vote, Board Chair Flanagan expressed concern that employees are not paying more to help cover the

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 19, 2023

cost of premiums. The motion passed 5-1, with Jessica Vaughn casting the dissenting vote.

G. Mission, Vision, Philosophy Review

Trustees made no changes to the institution's Mission, Vision, or Philosophy. No formal action was taken.

H. Niche Renewal

The College requested to renew the contract with Niche.com for 2023-24. Niche is an online ranking and review site that matches students with colleges through advertisements and analytics. The College began using the service in July 2021. Since then, 196 students applied for admission after being referred through the Niche site. The contract period is from July 2023 through June 2024 for \$11,013. A motion by Audrey Hines was seconded by Jessica Vaughn to accept the Niche contract. It passed 5-1, with Patrick Toth casting the dissenting vote.

I. Pasture Lease

The item was tabled until the July meeting after Chair Flanagan discovered that the legal description of the area listed in the contract was not correct.

J. Policy for Review (Debt Management Policy and Social Media)

The Debt Management Policy was recommended for review because the S&P reviewed it for their bond evaluation. No changes were recommended. The Social Media Policy was updated to require registration of new and current social media accounts with the Public Relations office, listing at least two full-time College employees as administrators, and adding the Public Relations Director as an administrator to all accounts. Jessica Vaughn made a motion to accept both policies, and seconded by Audrey Hines. The motion passed 6-0.

K. Predictive Analytics RFP

Three bids were submitted by Ad Aspera, Coursedog, and Domo. The College recommended Ad Aspera for \$109,200. Ad Aspera provides the largest number of pre-populated reports (over 50) and allows for unlimited customized reports that can be created on-the-fly (neither of the two other vendors allow for this level of flexibility). It has seamless integration with PowerCampus (and all other Ellucian products), Canvas, and Civitas. Ad Astra allows for year-to-year contracts. The software will be paid for by the Rural Postsecondary Grant, and will meet the grant outcomes of economic development. Donna Henry moved to accept the proposal and was seconded by Audrey Hines. The motion passed 6-0.

L. Tractor Lease

Trustees reviewed the standard tractor lease that the College has enters annually with Colby Ag. Center. The agreement is for 150 hours, at \$10 per hour, for a total of \$1,500 annually. A motion by Arlen Leiker to accept the tractor lease with Colby Ag Center was seconded by Jessica Vaughn. It passed 6-0.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 19, 2023

M. Resignations

Nathan Hurst, groundskeeper, and Crystal Pounds, business instructor, stepped down to pursue other career opportunities. Quintin Flanagin made a motion to accept the resignations, and was seconded by Audrey Hines. The motion passed 6-0.

N. Executive Session

Jessica Vaughn made a motion to enter a 20-minute executive session with President Carter and the Trustees at 6:16 p.m. Donna Henry seconded the motion, which passed 6-0.

At 6:36, Donna Henry moved, and Audrey Hines seconded, to enter a 20-minute executive session with President Carter and the Trustees; the motion passed 6-0.

6:57 p.m., Trustees resumed in open session. No action was taken.

V. Foundation Update

Melissa Rickford reported that donations continue to come in for the new ag building. The Foundation received a \$10,000 grant from the Greater Northwest Kansas Community Foundation for the swimming pool renovation. The Foundation is working on several new scholarship opportunities. Dr. Carter added that the Nathan Emmons Memorial Scholarship was finalized on June 19. Two other scholarships would be announced in the coming weeks.

VI. Reports

1. Nikol Nolan, Student Affairs

Working on updating policies and handbooks that would be presented to the Board in July. Painting, flooring, and furniture will be added to student housing. Student Affairs is exploring ways to help those living off-campus become more engaged with campus activities.

2. Tiffany Evans, Academic Affairs

Smarter Summer enrollment numbers are doing well and expected to grow for the second session. The Perkins Grant was fully approved; the Nursing Initiative Grant was fully funded. Dr. Evans is also working on the ACEN report for nursing.

3. Sheri Knight, Business Affairs

4. Doug Johnson, Public Relations

In addition to daily tasks, Doug is working on the Annual Report and the new website.

5. Kenny Hernandez, Athletics

The Athletic Department had a collective 3.24 GPA, and volleyball had a 3.9 GPA for the spring semester. Ten individuals on the team had a 4.0. Other spring GPAs were: Softball 3.78, Livestock Judging 3.68, Women's Cross County 3.67, Women's Track and Field 3.48, and Equestrian 3.44. He said he is working on creating a media club that

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 19, 2023

would include campus-wide participation.

6. Seth Carter, President

President Carter said the College is waiting on budget documents from the Kansas Board of Regents. The internal budget is nearly complete. He passed around thank you notes from the Colby After School Program. He is working on the Master Facilities Plan for 2023-2033.

VII. Reports and Comments

Trustees thanked everyone for their efforts. Arlen Leiker said that Devine and Donley would no longer be the lobbyist for the Kansas Association of Community College Trustees (KACCT).

VIII. Adjournment

Jessica Vaughn moved to adjourn and Arlen Leiker seconded the motion. The meeting adjourned at 7:18 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary