

November 20, 2023

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 20, 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 October 16, 2023
- B. Resolution #4 (as presented in the finance packet)

IV. Foundation Update

V. 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

VI. Business

- A. Old Business
- B. Artificial Insemination MOA (Action)
- C. Audit Presentation (Action)
- D. Dental Chairs RFP (Action)
- E. Dental Lights RFP (Action)
- F. Disposition of Surplus (Action)
- G. Feed Wagon RFP (Action)
- H. Policy Review: Philosophy, Purpose, Vision (Action)
- I. Scott County PTA MOU (Action)
- J. Skid Steer RFP (Action)
- K. Strategic Plan Review (Discussion)
- L. Tractor RFP (Action)
- M. Welding Machines RFP (Action)
- N. UTV RFP (Action)
- O. Executive Session (Action if Necessary)
- P. Resignations (Action)

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
November 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, November 20, 2023, at 5:00 p.m.

MEMBERS PRESENT

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

ABSENT

Donna Henry

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; Faculty member Deb Bickner; Sloane Enninga of the Colby Free Press; and Christina Henson from the Lloyd Group via Zoom. 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 October 16, 2023, meeting minutes, employee contracts, and Resolution No. 4, as presented in the finance packet. The motion was seconded by Audrey Hines and passed 5-0.

IV. Foundation Update

Melissa Rickford said she is finalizing the Annual Giving Campaign. The Foundation is working on a "60 for 60" campaign to get 60 endowed scholarships in 2024 to commemorate the 60th anniversary of Colby Community College. The annual scholarship benefit auction will move from the fall to spring semesters.

V. Reports from Administrators

Owing to the length of the agenda and in the interest of time, no administrator reports were given.

VI. BUSINESS

A. Old Business

No Old Business was discussed.

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B. Artificial Insemination MOA

The agreement is between Colby Community College (Lessee) and Mr. Tim Rippe (Lessor). Mr. Rippe will provide cattle for the College's Artificial Insemination course. The contract is from Nov. 29 to Dec. 3, 2023, and includes ten cows for \$1,000.

Jessica Vaughn moved to approve the MOA for artificial insemination and was seconded by Patrick Toth. The motion passed 5-0.

C. Audit Presentation

Christina Henson from the Lloyd Group, LLC, presented the 2022-2023 audit report. The College had no findings and received an Unmodified Opinion on the annual audit, the highest opinion provided.

Arlen Leiker made a motion to accept the audit report as presented, which Audrey Hines seconded. It passed 5-0.

D. Dental Chairs Request for Proposals

Four vendors submitted bids for the dental hygiene chairs with delivery system: Patterson Dental, Goetze Dental, Henry Schein, and Hokte. Patterson Dental, Goetze Dental, and Henry Schein provided quotes that state they could meet all requirements and deliver in approximately four weeks, depending on when the order is placed. Hokte did not submit a bid for the A-dec chair and delivery system that was requested in the RFP. For three vendors that met the criteria of the RFP, bids came in as follows: Patterson Dental, \$135,791; Goetze Dental, \$153,000; and Henry Schein, \$127,995.84. All three vendors bid similar items with similar delivery times and warranties. The recommendation was to go with Henry Schein, with the lowest bid of \$127,995.84. The funds utilized to pay for the project are from the College's Congressionally Directed Spending Request (CDSR).

Arlen Leiker moved to approve the contract with Henry Schein and was seconded by Audrey Hines. The motion passed 5-0.

E. Dental Lights Request for Proposals

Four vendors submitted bids for the Dental Hygiene Lights RFP: Patterson Dental, Goetze Dental, Henry Schein, and Hokte. Patterson Dental, Goetze Dental, and Henry Schein provided quotes stating they could meet all of the dental hygiene lights requirements and deliver in approximately four weeks, depending on when the order is placed. Hokte did not submit a bid for the A-dec lights that were requested in the RFP. Bids came in as follows for three vendors that met the criteria of the RFP: Patterson Dental, \$35,601; Goetze Dental, \$41,110; and Henry Schein, \$40,762. All three vendors bid similar items with similar delivery times and warranties. The recommendation was to go with Patterson Dental, with the lowest bid of \$35,601. The funds for this RFP are from the College's Congressionally Directed Spending Request (CDSR).

Patrick Toth moved to approve the bid from Patterson Dental. The motion was seconded by Arlen Leiker and passed 5-0.

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F. Disposition of Surplus

Trustees reviewed a list of items for disposal, including several books from the library that will be donated to Better World Books or recycled. President Carter also brought attention to the following items:

Cow # 6, 104, and 805 were sold on November 9, 2023, at the Colby Sale Barn because of their inability to get pregnant. The sale is permissible prior to Board approval under the Livestock Disposition Policy, which allows the sale of livestock to avoid feed costs.

Athletic Director Kenny Hernandez requested to donate the College's old wrestling mat to Colby Public Schools.

Additionally, the disposition of calves 300, 302, 305, 350, 351, 352, 353, 354, 355, 356, 357, 358, L306, and L308 are being sold directly to Carpenter Cattle Company for the Beef Management program. Dr. Carter said Program Director Adalaide Kline indicated that on Nov. 6, the current market price was \$2.40 per pound for the average weight of the calves but would probably be higher by the time they sell to the feed yard sometime after Thanksgiving. On November 6, the average weight of the 14 calves was 661 pounds. Fourteen calves multiplied by 661 pounds is 9,254 pounds. At \$2.40 per pound, the total would be \$22,209.60.

Patrick Toth made a motion to accept the items on the disposition list, and Jessica Vaughn seconded the motion. It passed 5-0.

G. Feed Wagon Request for Proposals

Midwest Mixer Services submitted two bids for the Feed Wagon RFP. One of the bids did not meet the RFP specifications. The Segue 5T Vertical Mixer did meet all of the requirements at a cost of \$73,500. Midwest Mixer Services stated that the feed wagon is in stock, and delivery could be arranged when the order is placed. The recommendation was to go with Midwest Mixer Services with a bid of \$73,500. The funds utilized to pay for the feed wagon are from the College's Congressionally Directed Spending Request (CDSR).

A motion was made by Jessica Vaughn and seconded by Arlen Leiker to approve the feed wagon bid from Midwest Mixers. The motion passed 4-1, with Audrey Hines casting the dissenting vote.

H. Policy Review: Philosophy, Purpose, Vision

Trustees reviewed the institution's Philosophy, Vision, and Purpose. No changes were requested. Arlen Leiker moved, and Patrick Toth seconded approval of the Philosophy, Vision, and Purpose. The motion passed 5-0.

I. Scott County PTA MOU

The standard agreement for the Physical Therapist Assistant program had not been reviewed in several years, and the College asked Trustees to review it. No changes were recommended.

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A motion was made by Arlen Leiker to approve the Scott County PTA MOU. He was seconded by Jessica Vaughn. The motion passed 5-0.

J. Skid Steer Request for Proposals

Colby Ag Center, American Implement, and Foley Equipment submitted bids for the Skid Steer RFP. Foley Equipment provided a bid for a 2023 and 2024 version of the same model. Colby Ag Center, American Implement, and Foley Equipment all provided quotes stating they could meet all of the requirements for the skid steers and had the models in stock except for a 2024 model presented by Foley Equipment. Bids came in as follows for the vendors: Colby Ag Center, \$53,600; American Implement, \$62,970; Foley Equipment, 54,957.17 (for the 2024 model); and Foley Equipment, \$56,819.15 (2023 model). All three vendors bid similar items with warranties. The recommendation was to go with Colby Ag Center's bid of \$53,600 on a unit with the most horsepower, operational capacity, and tipping capacity. The funds utilized to pay for the skid steer are from the College's Congressionally Directed Spending Request (CDSR).

Jessica Vaughn moved to accept the bid from Colby Ag Center for a 2023 skid steer for \$53,600. Audrey Hines seconded the motion, which passed 5-0.

K. Strategic Plan Review

This item was tabled until the December meeting.

L. Tractor RFP

Colby Ag Center and American Implement provided quotes that meet all of the requirements for the tractor RFP and have the units in stock. Colby Ag Center's bid was \$165,000, and American Implement's bid was \$179,600. Both vendors bid similar items with similar delivery times. The recommendation was to go with Colby Ag Center with the lowest bid. The funds utilized to pay for the tractor are from the College's Congressionally Directed Spending Request (CDSR).

A motion was made by Audrey Hines to approve the bid from Colby Ag Center for \$165,000. It was seconded by Arlen Leiker and passed 5-0.

M. Welding Machines Request for Proposals

L&M Steel and Manufacturing and Weldstar provided quotes that state they could meet all of the requirements for the welding machines. L&M Steel and Manufacturing stated that they can deliver the welding machine within four weeks from placement of the order, and Weldstar can supply it within two weeks of the order. L&M Steel and MFG provided bids for two different welding machines for \$51,080.20 and \$47,840.16. The machine quoted at a cost of \$47,840.16 cannot do DC welding, so it was excluded from the competitive bids. Weldstar provided a bid for a similar welding machine for \$52,465. Both vendors bid similar items with similar delivery times and machines. The recommendation was L&M Steel's lower bid of \$51,080.20. The funds for this RFP are from the College's Apprenticeship monies.

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Patrick Toth moved to accept the bid from L & M Steel and Manufacturing of Colby at \$51,080.20, which Audrey Hines seconded. It passed 5-0.

N. Utility Task Vehicle Request for Proposals

Colby Ag Center and American Implement provided bids. American Implement offered quotes on two different models. Both vendors can meet all of the requirements for the UTVs and have the items in stock or will receive them shortly. The cost of the UTVs per unit, from the bids, were as follows: Colby Ag Center, \$15,000; American Implement, \$19,900 (model 825M) and \$19,600 (model 835M). Both vendors bid similar items with similar delivery times. The recommendation was to go with American Implement to purchase the JD Gator 835M due to the added benefit of the hydraulic lift and higher towing capacity, which would benefit the farm. The total cost of the bid for two UTVs was \$39,200. The funds used to pay for the RFP are from the College's Congressionally Directed Spending Request (CDSR).

After discussion, the Board requested for this agenda item to be tabled until the December meeting because the recommended UTV was costlier, and the bid from Colby Ag Center did meet the terms of the RFP. Quintin Flanagan moved to reject the bid for the UTV and was seconded by Audrey Hines. The motion passed 5-0.

O. Executive Session

At 6:01 p.m., Quintin Flanagan made a motion to enter into a 40-minute executive session with President Carter and the Trustees. Jessica Vaughn seconded the motion, and it passed 5-0.

At 6:41 p.m., the Trustees returned to an open session. A motion was made by Jessica Vaughn at 6:42 p.m. to enter into a 15-minute executive session with President Carter and the Trustees and was seconded by Patrick Toth. The motion passed 5-0.

Trustees returned to an open session at 6:57 p.m. No action was taken.

P. Resignations

Resignations were submitted by Brittney Lewis, Health Science Office Assistant; Mrs. Jessica McKinney, Assistant Financial Aid Director; and Shane Watson, Farm Manager. Each is pursuing other career opportunities.

Retirement letters were submitted by Physics Instructor Connie Lewis and Scott Williams, Maintenance Director.

A motion by Jessica Vaughn to accept the resignations with regrets was seconded by Audrey Hines.

VII. Comments from Trustees

Owing to time restraints, no comments from Trustees were made.

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VIII. Adjournment

Arlen Leiker moved to adjourn, and Quintin Flanagin seconded the motion. It passed 5-0, and the meeting adjourned at 7:00 p.m.

Signed: _____
Chairperson

Signed: _____
Secretary