

April 22, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 22, 2024, at 5:00 p.m.** in the Board Room of 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 March 18, 2024
- B. Resolution #9 (as presented in the finance packet)

IV. 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

V. Foundation Update

VI. Business

- A. Old Business
 - a. Board of Trustees Meeting Date Changes Request (Discussion)
- B. Access Control Policy (Action)
- C. Colby Commitment Scholarship (Action)
- D. Dorm Floor Replacement RFP (Action)
- E. Interest Income Transfer Request (Action)
- F. Negotiations-Ratification (Action)
- G. Summer Schedule (Discussion)
- H. Resignations (Action)
- I. Executive Session
 - a. Action if Necessary

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
April 22, 2024

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, April 22, 2024, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Melissa Rickford, Institutional Advancement Director. Joining via Zoom were Sami Talsma, Business Instructor; Todd Ohlogge, IT Director; and Dana Juenemann, English Instructor. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

There were no introductions.

III. APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to accept the consent agenda that included the March 18, 2024, meeting minutes, employee contracts, and Resolution No. 9, as presented in the finance packet. The motion was seconded by Zack Odell and passed 6-0.

IV. Reports

1. Nikol Nolan, Student Affairs
Vice President Nolan reported that fall 2024 enrollment began. Dorm reservations are made available to returning students, and there has been a positive response. The Norton Correctional Facility students are doing well; the welding students have completed several projects and welcome more. A forklift certification class just started at NCF. The course is popular, so a waitlist has been created.
2. Dr. Tiffany Evans, Academic Affairs
President Carter reported on behalf of Dr. Evans. The Rural Postsecondary and Economic Development grant initiatives are underway. The nursing department has started implementing the NCLEX preparation software.
3. Sheri Knight, Business Affairs
Vice President Knight stated her department is working on budgets and some grant follow-up.

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4. Doug Johnson, Public Relations
The retirement reception is on May 8 at 3 p.m. in the Student Union.
5. Kenny Hernandez, Athletics
Dr. Carter reported for Director Hernandez. Joseph Cornejo was hired as the head wrestling coach and began on April 16.
6. Seth Carter, President
Dr. Carter said the College is working on bid requests to replace roofs on the Student Union and the library. The deferred maintenance funds from the state will be available for FY 2024-25.

V. Foundation Update

Melissa Rickford thanked everyone for their support at the comedy show and auction on April 13. She anticipated that the revenue would be close to what past auctions have raised. The 2025 auction will be on March 29 at the Colby Event Center. The Kenneth Bellamy Memorial Scholarship for agriculture majors has been finalized.

VI. BUSINESS

A. **Old Business**

At the March 18, 2024, Board of Trustees meeting, the Trustees requested that the administrative team compile dates that would necessitate changing the monthly Board meetings. At this time, the remainder of the 2024 meeting dates do not pose any challenges that warrant changes.

B. **Access Control Policy**

The Access Control Policy is being adopted to incorporate the new technology on campus with the addition of the access control system.

Donna Henry made a motion to accept the Access Control policy as presented, and Arlen Leiker seconded the motion. It passed 6-0.

C. **Colby Commitment Scholarship**

The administrative team requested to revise the Colby Commitment Scholarship to \$50 per credit hour. The College would need to increase enrollment by approximately 1,257 credit hours with back-end state revenue (629 hours per semester) to recover the financial loss based on the 2022-23 academic year.

Students from the following counties will qualify for tuition, fees, and books at a reduced rate of \$50 per credit hour: Cheyenne, Rawlins, Decatur, Norton, Phillips, Sherman, Sheridan, Graham, Rooks, Wallace, Logan, Gove, and Trego.

Arlen Leiker moved to approve changes to the Colby Commitment Scholarship as presented, with the intention of the Board to review the award in the fall. He was seconded by Zack Odell. The Motion passed 6-0.

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D. Dorm Floor Replacement

Trustees reviewed sealed bids to replace all flooring in Living Center East and Living Center North. The College received two bids from one vendor, Office Works. There were two options: one mirrored the flooring in Embree Hall, and the other mirrored the flooring in Hines Hall. One bid was \$88,726, and the other bid was \$92,743. The administrative team recommended utilizing the flooring options provided in Embree Hall for \$88,726 from Office Works.

Audrey Hines moved to approve the bid for \$88,726. Jessica Vaughn seconded the motion, which passed 6-0.

E. Interest Income Transfer Request

The administrative team requested that \$50,000 be taken from interest income and provided to the Colby Community Endowment Foundation. The money will be met with a \$.50 match from the Endowment for \$25,000. These funds will then be used to apply for additional scholarship dollars from the Hansen Foundation and ultimately create 19 new endowed scholarships.

Jessica Vaughn moved to transfer \$50,000 from interest income to the CCC Endowment Foundation, which Audrey Hines seconded. The motion passed 6-0.

F. Negotiations-Ratification

The Board of Trustees reviewed changes to the Master Agreement that the Faculty Alliance ratified.

The proposal increases the base salary by \$2,000 and accounts for a step-column increase on the pay scale. The average salary increase for faculty is \$2,558. With the increase, CCC becomes the eighth highest-paid of all 19 Kansas community colleges. President Carter also requested that every employee be eligible for a \$2,550 raise.

The College is also implementing an overload tracking process to ensure interest exists for classes that are offered and that the hours produce revenue.

Donna Henry moved to approve the negotiated agreement as presented, and she was seconded by Jessica Vaughn. The Motion passed 6-0.

G. Summer Schedule

President Carter presented a plan for a four-day workweek during June and July. In 2023, 15 of the 19 community colleges implemented summer hours. Employees will work 36 hours a week, Monday through Thursday, from 8 a.m. to 6 p.m., with lighter coverage on Mondays and Fridays as employees rotate days off. Some would have Monday off, and others would be off on Friday. In this format, employees would still be paid 40 hours per week. Additionally, this allows the College to expand its hours of operation to serve students better.

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The schedule will go into effect on June 1.

H. Resignation

Assistant Volleyball Coach Julie Archer resigned to pursue other opportunities. Advising Center/Success Coach Taylen Hubble submitted his resignation to take a faculty position on campus. Head softball coach Steve Kinnett announced his retirement, effective immediately.

Audrey Hines moved to accept the resignations and retirement notice. Arlen Leiker seconded the motion, which passed 6-0.

I. Executive Session

At 6:18 p.m., Jessica Vaughn moved to enter into a 15-minute executive session to include the Trustees, which Zack Odell seconded. The motion passed 6-0.

At 6:33 p.m., Trustees resumed in an open session with no action. At 6:34 p.m., Zack Odell made a motion for a 30-minute executive session to include the Trustees and President Carter. Jessica Vaughn seconded the motion, and it passed 6-0.

At 7:04 p.m., the Trustees returned to an open session with no action.

VII. Comments from Trustees

There were no comments from the Trustees.

VIII. Adjournment

At 7:05 p.m., Arlen Leiker made a motion to adjourn. Donna Henry seconded the motion, which passed 6-0.

Signed: _____
Chairperson

Signed: _____
Secretary