

May 20, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, May 20, 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 April 22, 2024
- B. Resolution #10 (as presented in the finance packet)

IV. Reports

- A. Reports from administrators
 1. Nikol Nolan, Student Affairs
 2. Seth Carter, 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
- B. Disposition of Surplus (Action)
- C. Elevate Wellness-PTA Clinical Agreement (Action)
- D. Health Insurance Renewal (Action)
- E. Norton Correctional Facility Write-Off Request (Action)
- F. Online Tuition Rates (Action)
- G. Physical Tuition Rates (Action)
- H. Rocky Mountain Therapy Services-PTA Clinical Agreement (Action)
- I. Room and Board Rates (Action)
- J. SAN Server RFP (Action)
- K. Select Affiliation Agreement-PTA Clinical Agreement (Action)
- L. Supplanting Policy (Action)
- M. Vector Solutions (Action)
- N. VMWare Servers RFP (Action)
- O. 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
May 20, 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, May 20, 2024, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Patrick Toth

OTHERS PRESENT

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

II. INTRODUCTIONS

There were no introductions.

III. APPROVAL OF THE CONSENT AGENDA

Zack Odell moved to accept the consent agenda that included the April 22, 2024, meeting minutes, employee contracts, and Resolution No. 10, as presented in the finance packet. The motion was seconded by Donna Henry and passed 5-0.

IV. Reports

1. Nikol Nolan, Student Affairs

Vice President Nolan reported that an International and Outreach Coordinator was hired and was meeting with students before the end of the semester. Students officially left campus on May 18.

2. Academic Affairs

President Carter said the semester progressed well. The search for a vice president of academic affairs is underway.

3. Sheri Knight, Business Affairs

Vice President Knight said the College received its audit engagement letter. The field audit is scheduled for Oct. 14-16. The business office is working on the budget and year-end tasks.

4. Doug Johnson, Public Relations

Streaming for commencement activities on May 17 was provided by Open Spaces

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Sports. They reported 98 unique viewers for the nurses' pinning and 166 for the commencement ceremony. That was about half of the viewers from 2023 (196/315), but it was noted there were more in attendance at the Colby Event Center this year.

5. **Kenny Hernandez, Athletics**

Dr. Carter reported for Director Hernandez. Outgoing softball coach Steve Kinnett won the Jayhawk Coach of the Year. An offer has been extended to a new softball coach; there was a good pool of candidates.

6. **Seth Carter, President**

Dr. Carter said the Thomas Hall bathroom renovation construction started on May 20. The Dental Hygiene lab is being renovated. An RFP is being created for replacement roofs on the Library and Student Union.

V. Foundation Update

Melissa Rickford reported that Hayley Pierce started as the administrative assistant in the Endowment Foundation in early May. General scholarships for 2024-25 have been awarded. Dental Hygiene and Nursing scholarships will be awarded over the summer. The Strecker Family Scholarship has been finalized and is open to all CCC students.

VI. BUSINESS

A. Old Business

No old business was brought before the Board.

B. Disposition of Surplus

The College requested permission to dispose of a worn-out desk and three horses that will be sold.

Donna Henry made a motion to accept the Disposition of Surplus as presented, and Arlen Leiker seconded the motion. It passed 5-0.

C. Elevate Wellness-PTA Clinical Agreement

Trustees reviewed an agreement between Colby Community College and Elevate Wellness that allows Physical Therapist Assistant students to complete clinical rotations.

Arlen Leiker moved to approve the contract with Elevate Wellness as presented. He was seconded by Zack Odell. The Motion passed 5-0.

D. Health Insurance Renewal

The CCC administrative team recommended that the College renew health insurance with United Medical Resources (UMR) and maintain the current premiums, resulting in the College funding the program at 105% of expected costs. Additionally, the College recommended switching to self-insured through Delta Dental, which will save about \$5,000 annually, based on past claims experience.

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Audrey Hines moved to approve the health insurance renewal. Zack Odell seconded the motion, which passed 5-0.

E. Norton Correctional Facility Write-Off Request

The administrative team requested to write off the balance of \$50,739 for Fall 2022 and \$131,765 for Spring 2023. The College receives Second-Chance Pell allocations after students are already enrolled, resulting in a large increase in write-offs from the fall to the spring. The College verified that it should receive more Second-Chance Pell next year and will help cover these balances moving forward.

Zack Odell moved to approve the Norton Correctional Facility write-off request, which Donna Henry seconded. The motion passed 5-0.

F. Online Tuition Rates

The College recommended a \$2.25 increase to online tuition and fees for the 2024-2025 academic year, resulting in a 1.52% overall increase. Online tuition moves to \$150 per credit hour for Kansas residents and keeps CCC competitive with peer institutions in the state. Currently, four colleges charge more than \$150/credit hour.

Audrey Hines moved to approve the proposed online tuition rates, and she was seconded by Arlen Leiker. The motion carried 5-0.

G. Physical (face-to-face) Tuition Rates

The CCC administrative team recommended raising fees only by \$4 per credit hour on face-to-face classes in 2024-2025. The addition allocates \$3 to student fees and \$1 to technology fees. Currently, 89% of student fees are given back to students through scholarships. The proposed increase allows 90% of all student fees to be returned to students. An increase in the technology fee will continue to help pay costs associated with online tutoring, Canvas, and various software licenses used in the classroom. Additionally, raising fees allows tuition to remain static in light of the FAFSA delays. The change results in a 3.03% overall increase, making tuition and fees \$136 per credit hour for Kansas residents.

Audrey Hines made a motion to approve the physical tuition rates for 2024-25. Arlen Leiker seconded the motion, which passed 5-0.

H. Rocky Mountain Therapy Services-PTA Clinical Agreement

Trustees reviewed an agreement between Colby Community College and Rocky Mountain Therapy Services that allows Physical Therapist Assistant students to complete clinical rotations.

Donna Henry moved to approve the agreement, which Audrey Hines seconded. The motion passed 5-0.

I. Room and Board Rates

The CCC administrative team proposed a 3% increase to both double and single

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occupancy rooms for the 2024-2025 academic year. This results in a \$118 per year increase to all double occupancy rooms and a \$153 per year increase to single occupancy rooms. Both percentages are based on current rates in Embree Hall. The meal plan increase of 4.03% set by Consolidated Management results in an additional \$124.14 annually.

Arlen Leiker made a motion to accept the 2024-25 room and board rates as presented, and Audrey Hines seconded the motion. It passed 5-0.

J. SAN Server RFP

CCC requested bids to replace the existing all-flash Storage Area Network (SAN).

The College received bids from IT Outlet (\$52,859), Connection (\$196,995.51), Eastern Data (\$22,750), RAI (\$7,500); DHE (\$64,482); and SHI (\$123,608.82). The IT department at Colby Community College recommended utilizing IT Outlet in the amount of \$52,859, as it materially meets the needs of the RFP and is the most cost-effective solution.

Audrey Hines made a motion to accept the bid from IT Outlet for \$52,859. She was seconded by Donna Henry. The motion passed 5-0.

K. Select Affiliation Agreement-PTA Clinical Agreement

Trustees reviewed an agreement between Colby Community College and Select Affiliation that allows Physical Therapist Assistant students to complete clinical rotations.

Donna Henry moved to approve the agreement, which Audrey Hines seconded. The motion passed 5-0.

L. Supplanting Policy

The Board reviewed the policy required for the College to comply with the Perkins Grant through the Kansas Board of Regents.

Arlen Leiker made a motion to approve the Supplanting Policy, which Zack Odell seconded. It passed 5-0.

M. Vector Solutions

The College presented the annual agreement that provides employee training software. The renewal amount is \$6,650.

Zack Odell moved to approve the agreement as presented, which Audrey Hines seconded. The motion passed 5-0.

N. VMWare Servers RFP

The College requested bids to replace the existing three servers. The following companies submitted bids: Aspen Systems (\$28,815.49); Connection Response (\$10,240); DHE (\$25,794), (\$30,537); Eastern Data Inc. (\$55,953); Howard (\$20,323); Insight (\$118,695.50), (\$106,105.90), (\$171,362.80), (\$183,560.52); RAI

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(\$27,870.30); and SHI (\$31,896). The IT department recommended SHI HP in the amount of \$31,896.

Arlen Leiker moved to accept the bid from SHI HP for \$31,896 and was seconded by Zack Odell. The motion passed 5-0.

O. Resignations

Vice President of Academic Affairs Dr. Tiffany Evans resigned because of family obligations and health concerns. Adult Education Navigator Kathleen Hager resigned to pursue other career opportunities.

Zack Odell moved to accept the resignations. Arlen Leiker seconded the motion, which passed 5-0.

Agenda Amendment

Arlen Leiker made a motion to amend the agenda to add a memorandum of understanding between Colby Community College and Kansas Workforce One. Donna Henry seconded the motion, which carried 5-0.

The three-year agreement is the same one used between the two entities for the last several years. It is required for the Adult Education program.

Zack Odell moved to approve the MOU with the corrected dates. Audrey Hines seconded the motion, which carried 5-0.

VII. Comments from Trustees

Audrey Hines said she appreciates the reports submitted to the board because they are detailed. Zack Odell praised the organization of the commencement ceremony. Arlen Leiker is looking forward to the new academic year. Donna Henry thanked everyone for their efforts. Jessica Vaughn thanked Vice President Nolan for providing information on the room and board.

VIII. Adjournment

At 6:24 p.m., the meeting adjourned.

Signed: _____

Chairperson

Signed: _____

Secretary

