

June 17, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 17, 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 May 20, 2024
- B. Resolution #11 (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. Athletic Apparel (Action)
- C. Athletic Insurance Renewal (Action)
- D. Collections Write-Off Request (Action)
- E. Mission, Vision, Philosophy, and Purposes Review (Discussion)
- F. Policies (Categories of Personnel and Facility Usage Policy)-(Action)
- G. Restore Wellness and Physical Therapy, LLC PTA Clinical Agreement (Action)
- H. Transcript Withholding Policy (Action)
- I. Resignation (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
June 17, 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, June 17, 2024, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Jessica Vaughn

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. Todd Ohlrogge joined via Zoom. 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 May 20, 2024, meeting minutes, employee contracts, and Resolution No. 11, 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 the welding cohort at the Norton Correctional Facility will finish in August. A forklift certification cohort will start soon. The Financial Aid Office is sending out reminders that they're helping students complete the FAFSA.

2. Academic Affairs

President Carter said the college was hiring an art instructor for the first time in 16 years. Finalists for the Vice President of Academic Affairs will be brought to campus in late June. A math instructor recently resigned, and the position will be posted soon.

3. Sheri Knight, Business Affairs

Vice President Knight said her division is working on year-end reports and preparing for the audit. The internal budget is finished.

4. Doug Johnson, Public Relations

A 60th-anniversary celebration is scheduled for late September. The Hall of Fame committee will meet during the summer to select the 2024 class.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 17, 2024

5. Kenny Hernandez, Athletics

Director Hernandez reported that Brady Johnson resigned as the head cross country coach. Jazmine Esparza was hired as the head softball coach and started on June 10. A coach's clinic conducted by the coaches is being planned for July. The athletics department posted a 3.29 grade point average for the year.

6. Seth Carter, President

Dr. Carter said the College intends to reduce the mill again in the new fiscal year even though it will vote to increase the revenue-neutral rate in July. Doing so allows the institution flexibility because valuations will not be known until November. President Carter will provide the Board with a draft of the AY25 budget.

V. **Foundation Update**

Melissa Rickford reported that the Foundation is preparing for the audit. The annual budget will be finished within the week. The investment committee met for the first time on June 17, and it went well. The Annual Giving Campaign will be held earlier this year to tie it in with the 60th anniversary celebration in September. She attended the Kansas Advancement Professionals conference earlier in the month and gained a lot of insight. The donor board has been hung in the Lon R. Frahm Agriculture Center.

VI. **BUSINESS**

A. **Old Business**

No old business was brought before the Board.

B. **Athletic Apparel**

This item was tabled until a future meeting while the College explores options with the current vendor contract.

Audrey Hines made a motion to table the athletic apparel agenda item, and Arlen Leiker seconded the motion. It passed 5-0.

C. **Athletic Insurance Renewal**

The administrative team at Colby Community College recommended that the College utilize Great American Insurance Company as the insurance carrier and the claims payor of A-G Administrators, LLC for a total of \$83,600. This is a decrease of \$4,400 from the previous year.

Zack Odell moved to approve the athletic insurance renewal as presented. He was seconded by Arlen Leiker. The Motion passed 5-0.

D. **Collections Write-Off Request**

The administrative team at Colby Community College recommended that the College write off 57 accounts in the amount of \$73,543.43, with a collections penalty or \$63,950.77 without the collections fee.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 17, 2024

Donna Henry moved to approve the request to write off 57 accounts as presented. She was seconded by Arlen Leiker, which passed 5-0.

E. Mission, Vision, Philosophy, and Purposes Review

Trustees made their annual review of the Mission, Vision, Philosophy, and Purposes.

This was a discussion item, and no changes were suggested.

F. Policies (Categories of Personnel and Facility Usage Policy)

The Board reviewed recommended changes to the Categories of Personnel policy. A full-time employee works at least 32 hours per week, and a part-time employee is an individual who works less than 32 hours per week.

The Facility Usage policy was updated to change contact information and the process by which rooms are reserved. Organizations renting the facilities must also present a certificate of liability.

Audrey Hines moved to approve the policy changes as presented, and she was seconded by Donna Henry. The motion carried 5-0.

G. Restore Wellness and Physical Therapy, LLC PTA Clinical Agreement. Trustees reviewed a standard clinical agreement between Colby Community College and Restore Wellness and Physical Therapy, LLC for the Physical Therapist Assistant program.

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

H. Transcript Withholding Policy

The College created the policy to comply with 34 CFR 668.14(b). Under various circumstances outlined in the policy, information can be redacted from some transcripts.

Audrey Hines moved to approve the policy, which Arlen Leiker seconded. The motion passed 5-0.

I. Resignations

Resignations were reviewed from the following: Art Instructor Rebel Mahieu, Math Instructor Rachel Blomquist, Assistant Adult Education Director Connor Nichol, Adult Education Instructor Dean Lewis, Financial Aid Counselor Mario Flores, Cross Coach Brady Johnson, and Assistant Cross Country Coach Chelsea Johnson. President Carter requested that a \$500 penalty be assessed to Rachel Blomquist per the Master Agreement.

Zack Odell moved to accept the resignations with the \$500 penalty assessed to Ms. Blomquist. Arlen Leiker seconded the motion, which passed 5-0.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

June 17, 2024

VII. Comments from Trustees

Audrey Hines complimented the appearance of the college farm and praised Farm Manager Landon Bailey. Arlen Leiker said he'll attend the Board of Regents meeting in Topeka later in the week. Donna Henry said a CCC staff member shared her appreciation for the shortened summer hours and thanked the administration and the Board. Patrick Toth discussed how closely the mission and vision are reflected in student outcomes.

VIII. Adjournment

At 5:47 p.m., Arlen Leiker moved to adjourn, and he was seconded by Zack Odell.

The motion passed 5-0.

Signed: _____
Chairperson

Signed: _____
Secretary