

August 19, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 19, 2024, 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 July 15, 2024
 - B. Resolution #1 (as presented in the finance packet)
- IV. Business-Revenue Neutral Hearing
 - A. Revenue Neutral Hearing (Discussion)
 - B. Approval of the Revenue Neutral Rate Resolution (Action)
- V. Business-Public Budget Hearing
 - A. Public Budget Hearing (Discussion)
 - B. Approval of the FY-25 Public Budget (Action)
- VI. Reports
 - A. Reports from administrators
 1. Nikol Nolan, Student Affairs
 2. Angel Morrison, Academic Affairs
 3. Sheri Knight, Business Affairs
 4. Doug Johnson, Public Information
 5. Kenny Hernandez, Athletics
 6. Seth Carter, President
- VII. Foundation Update
- VIII. Business
 - A. Old Business
 - B. AC CAC RFP (Action)
 - C. AC Student Union RFP (Action)
 - D. Disposition of Surplus (Action)
 - E. EdSights Student Success Contract (Action)
 - F. Ellucian Contract Renewal (Action)
 - G. Policy Revision (Academic Integrity and SAP Policy) (Action)
 - H. Student-Athlete Handbook (Discussion)
 - I. Veterinary Stationary Digital Radiology Machine and Direct Radiology System RFP (Action)
 - J. Resignation (Action)
 - K. Executive Session
 - a. Action if Necessary
- IX. Reports and Comments
 - A. Comments from Trustees
 - B. Public Comments/Other Items
- X. Adjournment

Respectfully,



Seth Macon Carter
President



RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY
August 19, 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 Revenue Neutral Hearing, Public Budget Hearing, and regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in Thomas Hall on Monday, August 19, 2024, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

OTHERS PRESENT

Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs (via Zoom); Angel Morrison, Vice President of Academic Affairs; Melissa Rickford, Institutional Advancement Director; Kenny Hernandez, Athletic Director; and Todd Ohlrogge, IT Director (via Zoom). Doug Johnson recorded the minutes.

II. INTRODUCTIONS

Elaine Ptacek, Marlene Pfeifer, Joyce Washburn, Yvonne Winger, Dawn Stephens.

III. APPROVAL OF THE CONSENT AGENDA

Jessica Vaughn moved to approve the consent agenda that included the July 15, 2024, meeting minutes, employee contracts, and Resolution No. 1, as presented in the finance packet.

Audrey Hines seconded the motion, which passed 6-0.

IV. BUSINESS - REVENUE NEUTRAL HEARING

A. Revenue Neutral Rate Hearing

President Carter noted that the Board had voted in July not to exceed the revenue-neutral rate. The College decided to have a revenue-neutral rate hearing even though it was not required per a statute change within the last year. No formal action was taken, but holding a hearing allowed for discussion if needed.

At 5:09 p.m., Chair Patrick Toth opened the floor for public comments. After no public comments were brought forward, Chair Toth closed the hearing.

B. Approval of the Revenue Neutral Rate Resolution

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Jessica Vaughn made a motion to approve the Revenue Neutral Rate Resolution, and Arlen Leiker seconded the motion. After a roll call vote, the motion passed 6-0.

V. BUSINESS - PUBLIC BUDGET HEARING

A. Public Budget Hearing

At 5:11 p.m., President Carter presented the fiscal year 2024-25 budget, noting a reduction in the mill to 39.224. Since 2015, the College has reduced the levy by 7.557 mills. Doing so equates to levying \$1,204,252.96 less annually than if the levy had not been lowered.

At 5:13 p.m., Patrick Toth opened the floor for public comments. Guest Elaine Ptacek requested that the College allocate some of the levied money toward repairing and maintaining the swimming pool rather than continuing to lower the mill. At 5:14 p.m., Chair Toth closed the hearing after no further public comments were made.

B. Approval of the FY 2024 Public Budget

Zack Odell made a motion to approve the AY25 budget, which Arlen Leiker seconded. The roll-call motion carried 6-0.

VI. REPORTS

1. Nikol Nolan, Student Affairs.

Executive Vice President Nolan thanked everyone who helped with the move-in weekend on August 16, 17, and 18. As of the first day of classes on the 19th, all but 11 students with contracts have moved into student housing.

2. Angel Morrison, Academic Affairs

Vice President Morrison shared that faculty returned the week of Aug. 12. On Sept. 25, the College will hold a career fair to help with student connections in the community.

3. Sheri Knight, Business Affairs

Vice President Knight said she had nothing to add to her report.

4. Doug Johnson, Public Relations

The college will start a campaign on area media targeted towards parents for the Colby Commitment Scholarship.

5. Kenny Hernandez, Athletics

Athletics had the student-athlete orientation on Aug. 18, and coaches are meeting with teams throughout the week. He thanked coaches Clinton Fletcher and Tim Servis for riding the bus to pick up students at Denver International Airport. The booster club has two open seats for the board. The volleyball team is ranked No. 18 to open the season.

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6. Seth Carter, President

Dr. Carter thanked Arlen Leiker for attending KACC in Kansas City Aug. 22-24. The roof replacement has started on the library.

VII. FOUNDATION UPDATE

Melissa Rickford said the mailers for the Annual Giving Campaign will go out within a few weeks. The 60 for 60 scholarship campaign is going well. Most of the reports have been submitted for the annual audit.

VIII. BUSINESS

A. Old Business

There was no old business brought before the Board.

B. Air Conditioning RFP: Cultural Arts Center

Colby Community College sought bids for two new 20-ton Carrier rooftop units (RTUs) for the Cultural Arts Center (CAC). The College received three bids, one from Glassman Corporation for \$112,674 and two from McKee, Inc. for \$121,900 (option 1) and \$95,150 (option 2). Due to the lack of information and unusually long lead times, it was recommended that the College select Glassman Corporation for \$112,674. Glassman was the only vendor that could meet the Oct. 30 installation deadline. A 2% bond issuance fee would increase the price by \$2,253.48, bringing the total to \$114,927.48.

Jessica Vaughn moved to approve the bid from Glassman, Inc., as presented for \$114,927.48. Donna Henry seconded the motion, and it passed 6-0.

C. Air Conditioning RFP: Student Union

The College received three bids for a rooftop unit on the Robert Burnett Student Union, one from Glassman Corporation for \$29,609 and two from McKee, Inc., for \$31,160 (option 1) and \$24,675 (option 2). Due to the lack of information and unusually long lead times, it was recommended that the College select Glassman Corporation for \$29,609.

Arlen Leiker made a motion to approve the bid from Glassman Corporation for \$29,609. Donna Henry seconded the motion. It carried 6-0.

D. Disposition of Surplus

The H.F. Davis Library sought to dispose of several pieces of old furniture at the landfill. The Veterinary Nursing program is disposing of a broken urine analyzer at the landfill.

Zack Odell moved to approve the list as presented, and Audrey Hines seconded the motion. The motion passed 6-0.

E. EdSights Student Success Contract

Trustees reviewed a contract with EdSights that increases student engagement through text messaging. Vice President Nolan said this would help the College identify struggling students and assist in removing barriers, ultimately aiding student

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retention. The three-year agreement is \$16,975 per year, for a total cost of \$50,925. The contract cost will be paid with Student Success monies the College received from the state.

Arlen Leiker made a motion to approve the EdSights contract, which Zack Odell seconded. It passed 6-0.

F. Ellucian Contract Renewal

Trustees reviewed the contract renewal with Ellucian, the College's student information system. President Carter said that renewal is the most cost-affordable solution based on the evaluation of peer institutions. Support will end in the coming years, and the College will explore a new system.

Donna Henry moved to approve the Ellucian Renewal Contract. Jessica Vaughn seconded the motion. It passed 6-0.

G. Policy Revision (Academic Integrity and SAP)

The Academic Integrity Policy was updated to address some ambiguous academic-related violations.

The Student Academic Progress (SAP) Policy was updated to provide clarification and understanding for students.

Audrey Hines made a motion to approve the policy revisions as presented. Jessica Vaughn seconded the motion. The motion passed 6-0.

H. Student-Athlete Handbook

The College made some operational changes to address challenges presented in the 2023-24 school year, including how athletes receive care after being injured and complaints brought forward by student-athletes.

This was a discussion item.

I. Veterinary Digital Radiology Machine and Direct Radiology System RFP

The College sought bids to purchase a new veterinary stationary direct digital radiology machine and system for the Veterinary Nursing Program. The current unit was old and damaged during the Stanley Carr Agriculture Center renovation. Two vendors each provided two options: Midwest Veterinary Supply- DX-V17-\$61,512; Midwest Veterinary Supply- PDX-V17 (Premium Digital)-\$61,190; Patterson Veterinary Supply- Acuity CSI 1717 G4 and 4-way float top Radmedix X-\$59,471.63; Patterson Veterinary Supply- Digital Vet Sys Premium VIVIX 17x17 FP Ray Vet)-\$58,549.00. All of the submissions materially met the terms of the RFP; it is recommended that the College select Patterson Veterinary Supply- Digital Vet Sys Premium VIVIX 17x17 FP Ray Vet)- \$58,549, as it was the low bid.

Audrey Hines moved to approve the bid as presented for \$58,549 and was seconded by Zack Odell. The motion carried 6-0.

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J. Resignation

Nursing Instructor Cathy McVey submitted her resignation from the Associate Degree Nursing program to pursue other career opportunities. Per the Master Agreement, Dr. Carter recommended that she be penalized 5% of her annual contract in the amount of \$5,559.80.

Jessica Vaughn moved to accept the resignation with a 5% penalty. The motion was seconded by Arlen Leiker and passed 6-0.

AGENDA AMENDMENT

At 6:00 p.m., Arlen Leiker made a motion to move item "IX. Reports and Comments" before item "K. Executive Session" to allow for public comments. Donna Henry seconded the motion, which passed 6-0.

Elaine Ptacek and Dawn Stephens each spoke for three minutes. They encouraged the board to keep the swimming pool open.

K. Executive Session

At 6:08 p.m., Audrey Hines moved to enter into a 15-minute executive session with the Board and President Carter. Jessica Vaughn seconded the motion, which passed 6-0.

At 6:23 p.m., the Board returned to open session. Jessica Vaughn moved to enter into a 20-minute executive session with President Carter and the Trustees. The motion passed 6-0.

At 6:43 p.m., the Trustees returned to an open session. No action was taken.

X. ADJOURNMENT

At 6:44 p.m., the meeting adjourned.

Signed: _____
Chairperson

Signed: _____
Secretary