

September 16, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 16, 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 August 19, 2024
- B. Resolution #2 (as presented in the finance packet)

IV. 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

V. Foundation Update

VI. Business

- A. Old Business
- B. Disposition of Surplus (Action)
- C. Mountain States Media Billboard Contract (Action)
- D. Request to Change Program Name: Farm and Ranch Management (Action)
- E. Request to Change Program Name: Feedlot (Action)
- F. Request to Change Program Name: Sustainable/Renewable Energy (Action)
- G. Policy Review (Conditions of Employment: *Absences, Communicable Diseases, Employee-Student Relations*)
- H. Wachal Pet Health Center Externship Agreement (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
September 16, 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, September 16, 2024, at 5:00 p.m.

MEMBERS PRESENT

Patrick Toth, Arlen Leiker, Donna Henry, Audrey Hines, and President Dr. Seth Carter. Jessica Vaughn entered the meeting at 5:18 p.m.

MEMBERS ABSENT

Zack Odell.

OTHERS PRESENT

Nikol Nolan, Vice President of Student Affairs; Sheri Knight, Vice President of Business Affairs; Angel Morrison, Vice President of Academic Affairs; Melissa Rickford, Institutional Advancement Director. An unidentified account joined via Zoom at 5:08 p.m. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

Jake Hess, City of Colby Chief of Police.

Agenda Amendment:

Donna Henry moved to amend the agenda to add letter "I. Policy for Communication with Persons with Limited English Proficiency." Arlen Leiker seconded the motion, which carried 4-0.

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines moved to accept the consent agenda that included the August 19, 2024, meeting minutes, employee contracts, and Resolution No. 2, as presented in the finance packet. The motion was seconded by Arlen Leiker and passed 4-0.

IV. REPORTS FROM ADMINISTRATORS

1. Nikol Nolan, Student Affairs

Executive Vice President Nolan reported that the Welcome Week activities went well and praised the students and staff who contributed.

2. Academic Affairs, Angel Morrison

Vice President Morrison said the library is hosting a Constitution Day trivia contest on Sept. 17. A career fair was being organized for Sept. 25.

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3. Sheri Knight, Business Affairs

Vice President Knight said the Business Office is preparing for the audit. The auditors will be on campus Oct. 14-16, 2024. She asked for two new members to serve on the Finance Committee for the fourth quarter. Patrick Toth will serve, and they will ask Jessica Vaughn.

4. Doug Johnson, Public Relations

Plans are being finalized for the 60th anniversary celebration on Sept. 20 and 21. The men's basketball open practice on the 21st at 8 a.m. was moved from the Colby Event Center to the campus gymnasium.

5. Kenny Hernandez, Athletics

Mr. Hernandez said volleyball hosted a tournament, and the college hosted the NIRA rodeo on the weekend of Sept. 12, 13, and 14. The rodeo was livestreamed for the first time this year, with more than 300 viewers at one point. The volleyball team is now ranked sixth nationally, and fifth-ranked Barton Community College will play at Colby on Sept. 23. Athletics will host a tailgate party at 4:30 p.m. before the game. The College has decided not to charge admission to attract more fans.

6. Seth Carter, President

Dr. Carter thanked everyone for their support at the start of the year and thanked Arlen Leiker for attending the Kansas Board of Regents meeting.

V. FOUNDATION UPDATE

Melissa Rickford reported on two new scholarships. John and Sherrita George started a scholarship for a livestock judging team student majoring in animal science or agricultural economics. The Excel to Achieve Scholarship is an unrestricted award started by the CCC Administrative Council and is open to all students. The Foundation is helping some athletic teams with online fundraising campaigns. The annual endowment audit went well; no findings were returned for AY24.

VI. BUSINESS

A. Old Business

No new business was brought before the Board.

B. Disposition of Surplus

Trustees reviewed a list of items from IT. The computers will be donated to local school districts, and components of a broken air conditioning unit will be recycled and disposed of.

Arlen Leiker moved to approve the disposition of items as presented, which Donna Henry seconded. The motion passed 4-0.

C. Mountain States Media Billboard Contract

The Board reviewed a 12-month agreement for two billboards at Burlington, CO (the eastbound I-70 exit at Rose Ave.) for a total of \$6,600. The contract includes the cost of replacing two vinyl overlays, new artwork, and installation.

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Jessica Vaughn joined the meeting at 5:18 p.m.

Donna Henry moved to accept the policy as presented. Audrey Hines seconded the motion, which passed 5-0.

D. Request to Change Program Name: Farm and Ranch Management

To complete the CA2 form with the Kansas Board of Regents, the Board needed to formally approve the name change from Farm and Ranch Management to Beef Production. This request was recommended after consultation with the Advisory Board and Academic Council to better market the program.

Audrey Hines made a motion to accept the policy as presented. Jessica Vaughn seconded the motion, which passed 5-0.

E. Request to Change Program Name: Feedlot

To complete the CA2 form with the Kansas Board of Regents, the Board needed to formally approve the name change from Feedlot to Feedyard. This request was recommended after consultation with the Advisory Board and Academic Council to better market the program.

Jessica Vaughn moved to accept the policy updates as presented. Arlen Leiker seconded the motion, which passed 5-0.

F. Request to Change Program Name: Sustainable/Renewable Energy

To complete the CA2 form with the Kansas Board of Regents, the Board needed to formally approve the name change from Sustainable/Renewable Energy to Alternative Energy. This request was recommended after consultation with the Advisory Board and Academic Council to better market the program.

Donna Henry made a motion to accept the policy as presented. Audrey Hines seconded the motion, which passed 5-0.

G. Policy Review (Conditions of Employment: Absences, Communicable Diseases, Employee-Student Relations)

The section on absences includes updated language on channels employees can use to notify supervisors when they will miss work and also reiterates the consequences of suspension or termination for failing to follow the correct procedure.

Communicable diseases should be reported to a health official and the Human Resources Office. The policy previously stated the President should be notified first.

The Employee-Student Relations section was updated to align better with the College's other policies for sexual harassment.

Arlen Leiker moved to accept the policy updates as presented. Jessica Vaughn seconded the motion. The motion passed 5-0.

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H. Wachal Pet Health Center Externship Agreement

Trustees reviewed a new externship agreement for veterinary nursing students to work at the clinic while in the program.

Jessica Vaughn moved to accept the agreement with Wachal Pet Health Center as presented. Donna Henry seconded the motion, which passed 5-0.

I. Policy: Communication with Persons with Limited English Proficiency

The policy was added to be compliant with the Office of Civil Rights. Colby Community College is not an English as a Second Language (ESL) certified school, and students are expected to be able to complete their coursework in English. However, the College will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in the institution's services, activities, programs and other benefits.

Audrey Hines made a motion to accept the policy, which Donna Henry seconded. It carried 5-0.

J. Executive Session

At 5:30 p.m., Jessica Vaughn made a motion to enter into a 30-minute executive session with President Carter and the Trustees. Donna Henry seconded the motion, which passed 5-0.

At 6:00 p.m., Trustees returned to an open session. Jessica Vaughn moved to enter into a 10-minute executive session with President Carter and the Trustees.

At 6:10 p.m., Trustees returned to an open session. Jessica Vaughn moved to terminate the employment contract of Alec Ratzlaff. Arlen Leiker seconded the motion, which passed 5-0.

VII. REPORTS AND COMMENTS

Comments from Trustees:

Donna Henry shared that a CCC student volunteered at the Genesis Thomas County Food Pantry several times and has been very helpful in filling in when they were shorthanded. Audrey Hines appreciated the feedback from students at the Norton Correctional Facility and noted the impact the College is making. Arlen Leiker thanked everyone for the effort put into the reports submitted in the Board packet. Jessica Vaughn thanked everyone for their help at the start of the school year and appreciated the feedback from the students at NCF. Patrick Toth thanked the administration for including the Norton Correctional Facility student feedback.

VIII. ADJOURNMENT

At 6:15 p.m., the meeting adjourned.

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Signed: _____
Chairperson

Signed: _____
Secretary