

November 11, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 11, 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 October 21, 2024
- B. Resolution #4 (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
  - a. Bereavement Leave Policy (Action)
- B. Audit Presentation (Action)
- C. Disposition of Surplus (Action)
- D. Fyzical South Parker, CO PTA Agreement (Action)
- E. Great Plains Health PTA Agreement (Action)
- F. Policies Reviewed (Copyrights and Patents; Equipment Usage) (Action)
- G. Russell PTA Agreement (Action)
- H. 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**  
**November 11, 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, November 11, 2024, at 5:00 p.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

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**OTHERS PRESENT**

Sheri Knight, Vice President of Business Affairs; Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; and Melissa Rickford, Institutional Advancement Director. Christina Henson from the Loyd Group, LLC, and Dean of Online Learning Dana Juenemann joined via Zoom. Doug Johnson recorded the minutes.

**II. INTRODUCTIONS**

Christina Henson, the Loyd Group, LLC.

**III. APPROVAL OF THE CONSENT AGENDA**

Zack Odell moved to approve the consent agenda that included the October 21, 2024, meeting minutes and Resolution No. 4, as presented in the finance packet. The motion was seconded by Jessica Vaughn and passed 5-0.

Audrey Hines entered the meeting at 5:02.

**IV. REPORTS FROM ADMINISTRATORS**

1. Nikol Nolan, Student Affairs

Vice President Nolan told Trustees that several student activities were scheduled in November.

2. Academic Affairs, Angel Morrison

Vice President Morrison reported that midterm exams were complete. The College has started a new tutoring service that is available 24 hours a day.

3. Sheri Knight, Business Affairs

Vice President Knight said the audit is complete, and the Business Office is working on other projects.

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4. Doug Johnson, Public Relations

The CCC Concert Choir and Sunflower singers have a fall concert on November 19, beginning at 7 p.m. in the Cultural Arts Center.

5. Kenny Hernandez, Athletics

Mr. Hernandez said that the cross country teams could not travel to the national meet in Florida because of weather conditions at Denver International Airport. All options were reviewed, but other flights were grounded in multiple locations because of weather. The volleyball team was the Region VI runner-up and would know later in the week if they got an at-large bid to the national tournament. The wrestling team won a conference dual against Barton. Men's and women's basketball seasons are underway.

6. Seth Carter, President

Dr. Carter and Arlen Leiker were scheduled to meet with Gov. Laura Kelly on Nov. 13 to discuss funding for the two-year sector. Because of legislative changes and other circumstances this year, community colleges must request funding through different routes.

## V. FOUNDATION UPDATE

Melissa Rickford reported that the Foundation has started reviewing 2025-26 scholarships.

## VI. BUSINESS

### A. Old Business: Bereavement Leave Policy

The policy was modified to match the Master Agreement and provide more flexibility. The updated language states:

*Up to four (4) days per occurrence shall be awarded to each full-time employee for bereavement due to the death in the employee's extended and blended family. All leave is to be taken within two (2) weeks after the employee learns of the death of the relative.*

The other update to the policy notes that the president will notify the Board of Trustees anytime additional leave is granted.

Jessica Vaughn made a motion to approve the Bereavement Leave Policy, which Zack Odell seconded. The motion passed 6-0.

### B. Audit Presentation

Christina Henson from the Loyd Group, LLC, virtually presented the annual audit report. The College received an unmodified audit opinion with zero audit findings. This is the highest opinion a public entity is eligible to receive.

Arlen Leiker made a motion to approve the audit as presented, which Donna Henry seconded. The motion carried 6-0.

### C. Disposition of Surplus

Trustees reviewed a list of cows and goats that the Division of Agriculture will sell at

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the Colby Sale Barn.

Audrey Hines moved to approve the Disposition of Surplus as presented and was seconded by Jessica Vaughn. The motion passed 6-0.

## **D. Elkhart USD 218 Kansas Connections Academy Cooperative Agreement**

Board members reviewed a cooperative agreement between Elkhart USD 218-Kansas Connections Academy and Colby Community College. The agreement is needed for USD 218 students to take dual/concurrent enrollment classes from the College.

Jessica Vaughn moved to approve the agreement, and Donna Henry seconded. The motion carried 6-0.

## **E. Fyzical PTA Agreement**

Trustees reviewed a standard agreement between the College's PTA program and Fyzical South Parker, CO. The agreement allows students in the Physical Therapist Assistant program to do clinical rotations at their facilities.

Donna Henry made a motion to accept the agreement as presented. Audrey Hines seconded the motion, which passed 6-0.

## **F. Great Plains Health PTA Agreement**

Trustees reviewed a standard agreement between the College's PTA program and Great Plains Health in North Platte, NE. The agreement allows students in the Physical Therapist Assistant program to do clinical rotations at their facilities.

Audrey Hines moved to accept the agreement as presented. Arlen Leiker seconded the motion, and it carried 6-0.

## **G. Policy Review: Copyrights and Patents; Equipment Usage**

No revisions to the Copyrights and Patents policy were recommended, but a review was suggested since the last assessment was more than four years ago.

The suggested change to the Equipment Usage policy removed the date referenced on the Code of Federal Regulations Manual, as the College references newer versions of the CFR.

Jessica Vaughn made a motion to accept the Copyrights and Patents and Equipment Usage policies as presented, and Zack Odell seconded the motion. It passed 6-0.

## **H. Russell PTA Agreement**

The Board reviewed a standard agreement between the College's PTA program and Russell Regional Hospital in Russell, KS. The agreement allows students in the Physical Therapist Assistant program to do clinical rotations at their facilities.

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Zack Odell moved to approve the agreement, and Arlen Leiker seconded the motion. It passed 6-0.

## I. Resignation

Vice President of Business Affairs Sheri Knight submitted her resignation to pursue other career opportunities.

Audrey Hines moved to accept the resignation with regrets, which Donna Henry seconded. It carried 6-0.

## VII. REPORTS AND COMMENTS

Comments from Trustees:

Zack Odell mentioned that one of his high school classmates has a daughter who is having a positive experience at CCC. Arlen Leiker reported on his attendance at the AACCT conference in October, where he obtained valuable insights. Jessica Vaughn expressed her appreciation for the College's students and staff actively engaging with business and community events, and extended her best wishes to Vice President Knight. Audrey Hines conveyed her gratitude for the reports presented and shared her appreciation for Vice President Knight's contributions. Donna Henry thanked everyone for their positive demeanor and offered her good wishes to Vice President Knight. He also appreciates the thank-you notes that scholarship recipients are sending to donors.

## VIII. ADJOURNMENT

At 5:36 p.m., the meeting was adjourned.

Signed: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_  
Secretary