

December 16, 2024

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 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 November 11, 2024
- B. Resolution #5 (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. Chicken Usage MOU (Action)
- C. Disposition of Surplus (Action)
- D. Equity and Grievance Policy (Action)
- E. Policies Reviewed (Dress, Receptionist Duties, Smoking and Tobacco, Visitors in the Classroom, Work Areas, and Working Relationships) (Action)
- F. Teton Therapy Cheyenne PTA Contract (Action)
- G. Write-Off Request (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
December 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, December 16, 2024, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Zack Odell.

OTHERS PRESENT

Nikol Nolan, Executive Vice President; Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; and Melissa Rickford, Institutional Advancement Director. STEM Division Chair Dr. Jeff Sekavec joined via Zoom. Doug Johnson recorded the minutes.

II. INTRODUCTIONS

There were no introductions.

III. APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to approve the consent agenda that included the November 11, 2024, meeting minutes and Resolution No. 5, as presented in the finance packet. The motion was seconded by Jessica Vaughn and passed 5-0.

IV. REPORTS FROM ADMINISTRATORS

1. Nikol Nolan, Student Affairs

Executive Vice President Nolan said the College celebrated commencement at the Norton Correctional Facility on Dec. 13. Four students were scheduled to live in the dorms over the winter break.

2. Academic Affairs, Angel Morrison

Vice President Morrison said the NCF students receiving awards were very humbled and thankful. Instructors will begin their break on the afternoon of Dec. 17.

3. Sheri Knight, Business Affairs

Dr. Carter said Vice President Knight's last day is Jan. 31, 2025. The incoming Vice President of Business of Affairs, Justin Villmer, will begin on Feb. 1.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 16, 2024

4. Doug Johnson, Public Relations
Doug was among the college personnel who met with Fort Scott Community College administrators on Dec. 16-17 to discuss their upcoming accreditation visit.
5. Kenny Hernandez, Athletics
Director Hernandez said interviews are being conducted for the head women's wrestling coach. He has also been giving campus tours to interested students. Men's and women's basketball resume games on Jan. 4.
6. Seth Carter, President
Dr. Carter is visiting area superintendents to discuss the College's services and the Colby Commitment Scholarship. In the process, he will distribute 10,000 CCC T-shirts to K-12 students in the area. The shirts were purchased with marketing funds from the Rural Postsecondary and Economic Development (RPED) grant.

V. FOUNDATION UPDATE

Melissa Rickford reported that the Endowment Foundation expects many applications before the Dec. 31 deadline. New awards include the Cayson Rose Carter Scholarship and the Dr. Jay Sekavec Memorial Scholarship for dental hygiene students. Other endowed scholarships will be taken to the Foundation board for approval at their next meeting.

VI. BUSINESS

A. Old Business

No old business was brought before the Board.

B. CCC DLVNP Clinical Agreement

The agreement was revised due to a statutory change in Colorado. The statutory change requires the College to carry worker's compensation insurance on a student, which has proven to be very difficult. Due to this change, an addendum has been added.

Audrey Hines moved to accept the agreement and was seconded by Donna Henry. It passed 5-0.

C. Chicken Usage MOU

This was an agreement between Colby Community College and Mr. Marty Fear to use his chickens for students in the Veterinary Nursing program. There is no monetary arrangement. The agreement is new and requires Board approval.

Jessica Vaughn made a motion to approve the MOU as presented, which Audrey Hines seconded. The motion carried 5-0.

D. Disposition of Surplus

Trustees reviewed a list of heifers and steers being sold by the Beef Production program to Carpenter Cattle.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 16, 2024

Arlen Leiker moved to approve the disposition of surplus as presented and was seconded by Donna Henry. The motion passed 5-0.

E. Equity and Grievance Policy

The College's policy was updated to address changes by the Association of Title IX Administrators (ATIXA) and is much more detailed than the previous policy.

Jessica Vaughn moved to approve the policy as presented, and Donna Henry seconded. The motion carried 5-0.

F. Policy Review: Dress, Receptionist Duties, Smoking and Tobacco, Visitors in the Classroom, Work Areas, and Working Relationships

No updates were made to policies regarding Dress and Receptionist Duties. The policy on smoking and tobacco was updated to reflect the current Kansas statute and ensure that smoking areas were far enough away from building entrances. The Visitors in the Classroom policy added the division chair and Vice President of Academic Affairs as acceptable visitors. The language was updated in the Working Relationships policy to add more confidentiality.

Audrey Hines made a motion to accept the policy updates as presented. Arlen Leiker seconded the motion, which passed 5-0.

G. Teton Therapy Cheyenne PTA Contract

Trustees reviewed a standard agreement between the College's PTA program and Teton Therapy Cheyenne in Cheyenne, WY. The new agreement allows students in the Physical Therapist Assistant program to do clinical rotations at their facilities. To date, 17 clinical agreements for the PTA program have been approved.

Donna Henry moved to accept the agreement as presented. Arlen Leiker seconded the motion, and it carried 5-0.

H. Write-Off Request

The College requested to write off 50 new balances, in the amount of \$75,067.65 and \$86,327.80, with the collection fee.

Audrey Hines made a motion to accept the write-offs as presented, and Arlen Leiker seconded the motion. It passed 5-0.

I. Resignation

Assistant Softball Coach Tyler Smith submitted his resignation to take a position in California. Financial Aid Director Vanessa Flipse submitted her resignation to pursue other career opportunities. Admissions Counselor Savanna Baumgart resigned to accept the Documents Librarian/CLC Coordinator position in CCC's H.F. Davis Library.

Jessica Vaughn moved to accept the resignations, which Donna Henry seconded. It carried 5-0.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

December 16, 2024

J. Executive Session

At 5:36 p.m., Jessica Vaughn moved to enter into a 25-minute executive session with Present Carter and the Trustees to discuss non-elected personnel. Donna Henry seconded the motion. The motion carried 5-0.

At 6:01, Trustees returned to an open session with no action.

VII. REPORTS AND COMMENTS

Comments from Trustees:

There were no comments from the Trustees.

VIII. ADJOURNMENT

At 6:02 p.m., the meeting was adjourned.

Signed: _____

Chairperson

Signed: _____

Secretary