



September 15, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 15, 2025, 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 August 18, 2025
- 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. Justin Villmer, Business Affairs
  - 4. Doug Johnson, Public Information
  - 5. Kenny Hernandez, Athletics
  - 6. Seth Carter, President

V. Foundation Update

VI. Business

- A. Old Business
- B. Annual Report (Discussion)
- C. Disposition of Surplus (Action)
- D. Norton Correctional Facility Write-Off (Action)
- E. Parking Policy Review (Action)
- F. Project FRONTIER-NKESC MOU (Action)
- G. Policy Review (Disposition of Surplus, Expenditures and Fiscal Control, Gift Acknowledgement, Prior Year Changes) (Action)
- H. 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**

### **September 15, 2025**

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 the Thomas Hall Board Room on Monday, September 15, 2025, at 5:00 p.m.

#### **MEMBERS PRESENT**

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

#### **MEMBERS ABSENT**

Jessica Vaughn, Zack Odell.

#### **OTHERS PRESENT**

Nikol Nolan, Executive Vice President; Justin Villmer, Vice President of Finance and Operations; Angel Morrison, Vice President of Academic Affairs; Kenny Hernandez, Athletic Director; Melissa Rickford, Institutional Advancement Director; and Derek White, Colby Free Press. STEM Division faculty members attending were Jason Tew, Dr. Joan Johnson, Dr. Joshua Adigan, Adam Wilson, and Dr. Jeff Sekavec. Doug Johnson recorded the minutes.

#### **II. INTRODUCTIONS**

Board members introduced themselves to the STEM faculty.

#### **III. APPROVAL OF THE CONSENT AGENDA**

Audrey Hines moved to approve the consent agenda that included the August 18, 2025, meeting and budget hearing minutes, employee contracts, and Resolution No. 2, as presented in the finance packet. Audrey Hines seconded the motion, and the vote passed unanimously.

#### **IV. REPORTS**

##### **A. Student Report**

There was no student report this month.

##### **B. Program Overview**

The STEM Division thanked the Trustees for supporting program modernization. Along with STEM majors, many students are enrolled in pre-professional tracks, such as medicine and veterinary science, with courses that transfer statewide and to most out-of-state universities.

The Mathematics Department implemented a Contemporary Mathematics course focused on real-world applications and adapted for online delivery. Gateway math courses have moved to a co-requisite model with targeted support, and a new four-day-per-week College Algebra course will launch in spring 2026. These updates put the College one year ahead of

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the Kansas Board of Regents (KBOR) deadline. Nearly all math courses are included in the Kansas Core Outcomes Group (KCOG) system for statewide transferability.

In science, 17 Anatomy and Physiology labs have been updated in the last year. The College has also completed the five-year National Science Foundation NOYCE STEM Rural Teacher Education Program and is in the second year of the advanced CREST program, which provides approximately \$15,000 per year to participants who commit to teaching science in rural Kansas.

## C. Reports from Administrators

### 1. Nikol Nolan, Student Affairs

Executive Vice President Nolan said that student housing is still full after four weeks into the semester. Students are adjusting and settling in. She praised counselors Brooke Jones and Mark Carlton for their efforts in helping students adjust to College.

### 2. Academic Affairs, Angel Morrison

Vice President Morrison told Trustees that the American Veterinary Medical Association (AVMA) was on campus in early September for a site visit in the veterinary nursing program. The feedback was positive.

### 3. Justin Villmer, Business Affairs

Vice President Villmer reported that the visit from the auditors has been rescheduled for the end of October, and the audit is on track to be completed by the December Board meeting.

### 4. Doug Johnson, Public Relations

The analytics for the College's digital marketing campaign continue to perform above industry benchmarks.

### 5. Kenny Hernandez, Athletics

AD Hernandez said the IT Department streamed the three-day rodeo Sept. 11-13, with about 1,000 viewers each day. All of the ag programs helped. Earlier in the day, the national poll had the volleyball team ranked 12<sup>th</sup>. The men's and women's cross country teams competed twice and scored well each time.

### 6. Seth Carter, President

Dr. Carter said Sen. Roger Marshall would be on campus on Sept. 24. The president of the Patterson Foundation, Maria Flynn, was on campus on Sept. 11 to tour the campus.

## V. FOUNDATION UPDATE

Melissa Rickford reported that postcards for the auction would be going in the mail within a couple of weeks. A new scholarship management system is being built in-house by a member of the College's IT department.

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## VI. BUSINESS

### A. Old Business

No old business was brought before the Board.

### B. Annual Report

Trustees reviewed copies of the 2024-25 Annual Report. The document is also available on the College's website.

No action was taken, as this was a discussion item.

### C. Disposition of Surplus

The College requested to dispose of broken and obsolete equipment and items in the nursing, vet nursing, and PTA programs. The PTA program requested authorization to donate several treatment tables because the program has updated to newer tables.

Arlen Leiker made a motion to accept the disposition of items as presented, and it was seconded by Donna Henry. The motion passed unanimously.

### D. Norton Correctional Facility Write-Off

The College requested to write off student balances at Norton Correction Facility from Spring, Summer, and Fall 2024, in the amount of \$162,691.25.

Audrey Hines moved to approve the list as presented, and she was seconded by Arlen Leiker. The motion carried unanimously.

### E. Parking Policy Review

Trustees reviewed the following changes to the Parking and Traffic policy:

Citations/Paying Fines/Appeals

Fines now must be paid by the end of the semester in which they were received, and there is no late fee.

Policy Violations and Fines

Removed the written warning for the first offense and made the first offense a \$50 fine, the second offense a \$100 fine, the third offense a \$200 fine, and they would continue to double from there.

Where to Park

Updated that the parking policy is enforced from 8:00 a.m. to 5:00 p.m., Monday through Friday, instead of 7:00 a.m. to 5:00 p.m.

Donna Henry moved to accept the policy updates presented. Audrey Hines seconded the motion, which carried unanimously.

### F. Project FRONTIER-NKESC MOU

The agreement between the Northwest Kansas Education Service Center (NKESC) and Colby Community College ensures that all NKESC employees and educators

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within its partner school districts and select private schools will have access to CCC trauma-informed courses through scholarships. The College will develop and deliver educational and training opportunities and presentations for educators throughout the region. The agreement remains in effect through May 2026, with total compensation of \$30,000 payable to CCC.

Arlen Leiker made a motion to accept the memorandum of understanding, which Donna Henry seconded. The vote passed unanimously.

## **G. Policy Review: Disposition of Surplus, Expenditures and Fiscal Control, Gift Acknowledgement, Prior-Year Changes**

The College recommended no changes to the Disposition of Surplus and Prior Year Charges policies. The Expenditures and Fiscal Control policy updated the title from Vice President of Business Affairs to Vice President of Finance and Operations.

Suggested updates to the Gift Acknowledgement policy were to acknowledge donors in the Annual Report rather than the Colby Free Press, and the notation that honor boards will be purchased with unrestricted donations. A section will be added for revocation or renaming, allowing the College to revoke, alter, or discontinue a naming designation if approved by the Board.

Audrey Hines moved to accept the policy review as presented, and Donna Henry seconded. The vote carried unanimously.

## **H. Executive Session**

At 5:55 p.m., Arlen Leiker made a motion to enter into a 15-minute executive session with Trustees and President Carter to discuss non-elected personnel. Audrey Hines seconded him, and it passed unanimously.

At 6:10 p.m., Trustees returned to an open session. No action was taken.

## **VII. REPORTS AND COMMENTS**

Comments from Trustees:  
None.

## **VIII. ADJOURNMENT**

At 6:11 p.m., the meeting was adjourned.

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

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