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November 17, 2025

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 17, 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 October 20, 2025
- B. Resolution #4 (as presented in the finance packet)

IV. Reports

- A. Student Report-*Not Reported this Month*
- B. Program Overview-Faculty- *Not Reported this Month*
- C. 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. Audit Presentation and Acceptance (Action)
- C. Executive Session
  - a. Action if Necessary
- D. Executive Session
  - a. Action if Necessary
- E. Board of Trustees-Annual Conflict of Interest Disclosures-(Discussion)
- F. Board of Trustees-Onboarding Manual (Discussion)
- G. Disposition of Surplus (Action)
- H. Dorm and Maintenance Shed RFP (Action)
- I. EdSights Chat Bot Contract Agreement (Action)
- J. Graduation, Retention, and Persistence Rates Goals (Action)
- K. Gove County Medical Center PTA Clinical Agreement (Action)
- L. Policy Review (Leave Policy) (Action)
- M. Spooner PTA Clinical Agreement (Action)
- N. Van RFP Reissuance (Action)
- O. Resignation (Action)

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

November 17, 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, November 17, 2025, at 5:00 p.m.

### MEMBERS PRESENT

Patrick Toth, Zack Odell, Arlen Leiker, Donna Henry, Audrey Hines, and President Dr. Seth Carter. Trustee Jessica Vaughn and Christina Jenson of the Loyd Group joined via Zoom.

### OTHERS PRESENT

Nikol Nolan, Executive Vice President; Kenny Hernandez, Athletic Director; Melissa Rickford, Institutional Advancement Director; and Derek White, The Sunflower Standard. Doug Johnson recorded the minutes.

### II. INTRODUCTIONS

Chair Toth introduced Derek White of the Sunflower Standard.

### AGENDA AMENDMENT

Arlen Leiker made a motion to move Item "B. Audit Presentation and Acceptance" before Item "III. Approval of the Consent Agenda." Donna Henry seconded the motion, and the roll-call vote passed unanimously.

### III. APPROVAL OF THE CONSENT AGENDA

Donna Henry moved to approve the consent agenda that included the October 20, 2025, meeting minutes, employee contracts, and Resolution No. 4, as presented in the finance packet. Arlen Leiker seconded the motion, and the roll-call vote passed 6-0.

### IV. REPORTS

#### A. Student Report

There was no student report this month.

#### B. Program Overview

There was no program overview this month.

#### C. Reports from Administrators

##### 1. Nikol Nolan, Student Affairs

Executive Vice President Nolan said Thanksgiving break begins the week of November 24, and finals would be starting two weeks after students returned from the break. New international students would be arriving for the spring semester, and student housing is

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expected to be full again in the spring semester.

## 2. Academic Affairs

President Carter reported for Vice President Morrison. He said the Commission on Accreditation in Physical Therapy Education (CAPTE) was on campus for the PTA accreditation review Nov. 17 through 20, and they were complimentary of the program.

## 3. Business Affairs

President Carter shared Vice President Villmer's gratitude to everyone involved with the audit process. Dr. Carter praised Mr. Villmer and his team for their thoroughness and for keeping the College in compliance. He also noted that the Financial Aid department under Denita Rogers did a good job amidst staff turnover.

## 4. Doug Johnson, Public Relations

The Hall of Fame reception is scheduled for Dec. 6, immediately following the men's basketball game, at approximately 5:30 p.m.

## 5. Kenny Hernandez, Athletics

AD Hernandez told Trustees that fall sports concluded and winter sports are underway. Men's and women's basketball were scheduled to have their first home conference games on Nov. 19. Women's wrestling hosted a tournament on Nov. 14 and 15. Over the two days, about 130 wrestlers were in Colby.

## 6. Seth Carter, President

Dr. Carter said that Northwest Kansas Service Center Director Mr. David Younger visited campus on Nov. 17. The College will host the NWKSC annual conference next August.

## V.

## FOUNDATION UPDATE

Melissa Rickford said the Foundation is endowing new scholarships, including the Colin Sennet Carter Scholarship, the Mary Herbel Memorial Nursing Scholarship, and a memorial scholarship in the name of Marjorie "Marge" Ann Weishaar. Currently, 138 new scholarships have been launched through the 60 for 60 Campaign. The Foundation is finalizing workflows in the new C3 Scholar app and will start assigning scholarship applications to reviewers. Mrs. Rickford also reported that the Foundation had an unmodified opinion on its annual audit.

## VI.

## BUSINESS

### A. Old Business

No old business was brought before the Board.

### B. Audit Presentation and Acceptance

President Carter introduced Christina Henson of the Loyd Group, LLC, who presented the 2024-25 audit via Zoom. Mrs. Henson noted that the audit revealed no material weaknesses. The College received an unmodified opinion.

Jessica Vaughn moved to accept the results as presented, and Audrey Hines seconded the motion. It carried unanimously via roll-call vote.

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## C. Executive Session

At 5:27 p.m., Jessica Vaughn made a motion to enter into a 10-minute executive session with Trustees to discuss non-elected personnel. Audrey Hines seconded her, and the roll-call vote carried unanimously.

At 5:37 p.m., Trustees returned to an open session. No action was taken.

## D. Executive Session

At 5:39 p.m., Donna Henry made a motion to enter into a 15-minute executive session with Trustees and President Carter to discuss non-elected personnel. Zack Odell seconded her, and the roll-call vote passed unanimously.

At 5:54 p.m., Trustees returned to an open session.

Zack Odell made a motion to terminate the contract of Ms. Chi Ogboko. He was seconded by Audrey Hines. The roll-call vote passed unanimously.

## E. Board of Trustees-Annual Conflict of Interest Disclosures

This was a discussion item.

## F. Board of Trustees-Onboarding Manual

This was a discussion item.

## G. Disposition of Surplus

Trustees reviewed a list of items no longer needed:

- Veterinary Nursing textbooks, determined by the American Veterinary Medical Association to be outdated, will be donated to Better World Books or recycled.
- Cattle that include heifers 506 and N501; steers 550, 551, 552, 553, 554, 556, N554, and N559. The animals will be sold to Carpenter Cattle Company and the College will receive fair-market value, along with yield data and other important educational data.
- Outdated and broken furniture.

Audrey Hines made a motion to dispose of the items as presented. Zack Odell seconded the motion, which passed unanimously via roll-call vote.

## H. Dorm and Maintenance Shed RFP

Trustees reviewed and selected QMC, Inc. and Stephens Construction to present at the December 1, 2025, Special Board of Trustees meeting. They were the only two vendor that submitted complete bids to the request for proposals.

Arlen Leiker moved to invite both vendors to a special Board meeting on Dec. 1 at 5 p.m. for a presentation. Donna Henry seconded the motion. The roll-call vote passed

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unanimously.

## **I. EdSights Chat Bot Contract Agreement**

Trustees review a contract from EdSights to add a Chatbot to the College's main website. The total of the two-year project is \$13,333. It will be funded by Student Success Monies in the first year. The cost is \$5,333 for the first year, and \$8,000 for the second year.

Jessica Vaughn moved to accept the contract with EdSights as presented, and Arlen Leiker seconded the motion. The vote carried unanimously via a roll-call vote.

## **J. Graduation, Retention, and Persistence Rates Goals**

President Carter presented various goals for the College. He said CCC has a 100% graduation rate that is four times the national average, and 20 percent higher than the state average.

Donna Henry made a motion to approve the goals as presented, and Arlen Leiker seconded the motion. The roll-call vote passed unanimously.

## **K. Gove County Medical Center PTA Clinical Agreement**

Trustees reviewed a standard PTA clinical agreement with Gove County Medical Center that allows students to use the facility as a clinical site.

Audrey Hines moved to accept the agreement as presented, and Zack Odell seconded her. The roll call vote carried unanimously.

## **L. Policy Review: Leave Policy**

Proposed changes to the Leave Policy Include:

- Payout for accrued annual leave may not be granted if an employee resigns without providing two weeks' (10 business days) notice.
- An employee who gives proper ten-working-days' notice and is not terminated for cause, which includes but is not limited to policy violations, misconduct, egregious or illegal behavior, is eligible to receive payment for accrued vacation leave.
- Vacation or sick leave may not be used during the employee's final two weeks at the College unless prior arrangements have been approved.
- If an employee leaves the College's employment due to termination or resignation in lieu of termination, the separation will be immediate, and the employee will not be eligible for any additional pay, including payment for 10 days' notice of separation or accrued vacation leave.

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Audrey Hines moved to accept the policy changes. The motion was seconded by Jessica Vaughn and passed it passed unanimously via roll-call vote.

## **M. Spooner PTA Clinical Agreement**

Trustees reviewed a standard PTA clinical agreement with Spooner that allows students to use the facility as a clinical site.

Zack Odell made a motion to accept the agreement as presented. Donna Henry seconded the motion. The roll-call vote passed unanimously.

## **N. Van RFP Reissuance**

Due to no vendor meeting the RFP terms, no vendor was selected, and the RFP failed. This was the second time the College issued the RFP and it failed.

Arlen Leiker made a motion to reauthorize the van RFP due to the previous failed bids and to grant President Carter one-time authority to purchase two vans outside the area that meet the required specifications. Zack Odell seconded the motion, which passed unanimously via roll-call vote.

## **O. Resignation**

Nursing Instructor Kelsey Plummer resigned to pursue other career opportunities. Due to her breaking the contract with the College, President Carter requested enforcement of the 10% penalty outlined in the Master Agreement (Section B. Assessment of Damages).

Audrey Hines moved to accept the resignation of Kelsey Plummer with a 10 percent penalty for breaking the contract. The motion was seconded by Zack Odell and passed unanimously by roll-call vote.

## **VII. REPORTS AND COMMENTS**

Comments from Trustees:

Arlen Leiker thanked three Trustees for re-running and expressed his appreciation for their work. Donna Henry and Audrey Hines thanked faculty and staff for their work. Jessica Vaughn congratulated Melissa Rickford and the Foundation on 138 scholarships awarded through the 60 for 60 Campaign. Chair Toth thanked everyone throughout the College for their work.

## **VIII. ADJOURNMENT**

At 6:30 p.m., the meeting was adjourned.

# **RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY**

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

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