

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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June 29, 2015

- Call to Order A special meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room in Thomas Hall on June 29, 2015, at 4:30 p.m.
- Members Present Arlen Leiker, Dale Herschberger Carolyn Armstrong, Audrey Hines, Kenton Krehbiel and Seth Carter
- Others Present Greg Nichols, Vice President Student Services; Brad Bennett, Dean of Business Affairs, Doug Johnson, Director Public Relations; Christine Ellison, Lacy Ralston-Rohr, Quintin Flanagan, Jane McDougal and David Tan, *Colby Free Press*, Lisa Failla recorded the minutes.
- Call Meeting to Order Board Chairman Arlen Leiker called the meeting of the Colby Community College Board of Trustees to order at 4:30 p.m. The meeting was held at the call of President Seth Carter and a copy of the notice of meeting and agenda is attached to these minutes.
- Review and Approval of Agenda Carolyn Armstrong made a motion to approve the Special Meeting agenda. Dale Herschberger seconded; motion passed unanimously.
- Amended Budget Hearing Brad Bennett explained the amended budget is to adjust the budget for Adult Basic Education (ABE). ABE received funds from Greenbush that were not reported in the approved 2014-15 budget. With no public present, Kenton Krehbiel made a motion to approve the amended budget. Audrey Hines seconded; motion passed unanimously.
- Approval of Resolution #13  
Payment of Claims Carolyn Armstrong made a motion to approve Resolution #13 – payment of claims. Audrey Hines seconded; motion passed unanimously.
- Approval of Skid Steer  
Lease Seth Carter followed up with details from the skid steer lease discussion that was tabled at the June 22 Board meeting. He explained the annual lease payment is \$3,500, and Foley Equipment listed monthly payments if the college was interested in purchasing the skid steer. Seth recommended leasing the skid steer at \$3,500 for 250 hours of annual use. Seth noted at the end of the lease CCC has the option of returning or purchasing it. The lease is \$200 less than CCC currently pays and provides new equipment. Kenton Krehbiel made a motion to approve the lease of the skid steer for \$3,500 and for 250 hours of annual use. Dale Herschberger seconded, motion passed unanimously.
- Approval of Resignations Seth Carter reported the resignations are from Crystal Berndt, Head Women's Track/Cross Country Coach effective June 30, 2015, and Daniel Blake, Admissions Counselor, effective July 31, 2015. Carolyn Armstrong made a motion to accept the resignations. Kenton Krehbiel seconded, motions passed unanimously.
- Approval of Contracts Seth Carter explained several of the contracts are for the nursing department. There is a title change for Matt Perdue, Director of Outreach and Brad Bennett's title would be changing to Dean of Business Affairs.

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Angel Morrison's title changed to Director of Institutional Effectiveness, as recommended by The Higher Learning Commission. Kenton Krehbiel made a motion to approve the contracts. Audrey Hines seconded; motion passed unanimously.

## Approval of Coaches' Incentive Plan

Seth Carter explained the breakdown of the coaches' incentives matrix. He said it should have been reviewed by the Trustees in July 2014. All coaches were eligible for the same incentives. Audrey Hines asked how a "team" is defined, and if it is more than one person. She requested additional documentation. Kenton Krehbiel also requested more details. Seth Carter told Trustees he would get clarification and revise the plan if needed. Brad Bennett suggested a conversation on how the incentives would be paid. He said from a financial standpoint incentives should not be paid out of club accounts. Carolyn Armstrong added that as a bonus, incentives should be subject to payroll taxes. Brad Bennett explained currently the employee is paid the gross amount and issued a 1099 at year-end. Trustees agreed in principle on an incentive plan, but want more details included. Seth Carter will compile the information and add it to the agenda for the July Board meeting.

## Adjournment

Audrey Hines made a motion to adjourn. Dale Herschberger seconded the motion; motion carried unanimously. The meeting was adjourned at 4:52 p.m.

Signed \_\_\_\_\_  
Chairman

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

June 26, 2015

Dear Member:

A special meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 29, at 4:30 p.m.** in the Board room in Thomas Hall for the purpose of the amended budget hearing, approval of resolution #13, approval of skid steer lease, approval of resignations, approval of contracts, and approval of coach's incentive plan.

- I. Open the meeting
- II. Review and Approve Notice of Special Meeting
- III. Business
  - A. Amended Budget Hearing
  - B. Approval of Resolution #13 – Payment of Claims
  - C. Approval of Skid Steer Lease
  - D. Approval of Resignations
  - E. Approval of Contracts
  - F. Approval of Coaches Incentive Plan
- IV. Adjournment

Sincerely,



Seth Macon Carter  
President