

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

July 12, 2018

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, July 12, 2018
Budget Worksession, 4:00 p.m.
Board Meeting, 5:30 p.m.
Conference Room, Student Success Center**

- I. Election of Officers for the Board of Trustees
- II. Adoption of Agenda.....(Exhibit 1)
- III. Approval of June 14, 2018, Meeting Minutes(Exhibit 2)
- IV. Approval of June 19, 2018, Special Meeting Minutes.....(Exhibit 3)
- V. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Athletic Insurance
 - C. President’s Report
- VI. Old Business (Action, Report, or Discussion)
- VII. New Business (Action, Report, or Discussion)
 - A. Master Agreement Contract Ratification(Agenda Item VII.A.)
(Exhibit 4)
 - B. Administration, Professional Staff, Educational Support Staff Salary Increase
.....(Agenda Item VII.B.)
 - C. Policy Approval(Agenda Item VII.C.)
(Exhibit 5)
 - D. Regular Meeting Dates for the Board of Trustees(Agenda Item VII.D.)
(Exhibit 6)
 - E. Approval of Bills.....(Agenda Item VII.E.)

VIII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

EXHIBIT 1

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

IX. Next Regular Board Meeting: Tentative Date-Thursday, August 9, 2018, Tentative Agenda Items

X. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
June 12, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, June 12, 2018 in the Conference Room, Student Success Center Building.

Members Present

Mr. Montie Taylor
Mr. Rod Landrum
Mr. Carl Hoskins
Mr. Pat McReynolds
Mr. David Winchell

Members Absent

Mr. Mike Howerter

Others Present

Dr. Mark Watkins
Leanna Doherty
Janice Every
Joe Burke
Kevin Doherty

Bethany Kendrick
Lindi Forbes
Kathy Johnston
David Beach

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair McReynolds asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Winchell moved to approve the revised agenda as presented. Mr. Landrum seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the May 3, 2018 regular meeting minutes. Mr. Hoskins moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 5-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair McReynolds asked for corrections or additions to the May 24, 2018 special meeting minutes. Mr. Winchell moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report

David Beach reported that a tentative agreement has been reached between faculty and administration. He wanted to thank everyone for the hard work that has went in to the negotiations process.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the May financial report at the table. At the end of May we were 92% through the year. The general fund was 104% expended and the technical education/vocational fund was 89% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Insurance Update

Vice-President Doherty presented the insurance information. The Trustees requested a little more information. Vice-President Doherty will get that information.

President's Report

Dr. Watkins announced that President's Council had brainstormed possible names for the spec building. Mr. Landrum moved to approve the name of the spec building, Workforce Training Center. Mr. Winchell seconded and motion carried 5-0.

After the fiduciary training that the board attended last week, the KASB attorney recommended reviewing a few policies at each board meeting. Administration will review policies each month and send them to the board for discussion and review each month.

We will have a special board meeting on Tuesday, June 19, 2018 at 12:00pm in the conference room to review bids received for the Workforce Training Center

On July 12th, 2018 we will have a Budget Work Session at 4:00pm in the Conference Room. Our regularly scheduled board meeting will begin at 5:30pm.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mr. Landrum moved we recess into executive session at 5:55pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:10pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Donna Whiteman and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Winchell seconded and motion carried 5-0

Reconvened into open session at 6:10pm.

Mr. Landrum moved we recess into executive session at 6:10pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:25pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Donna Whiteman and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Winchell seconded and motion carried 5-0

Reconvened into open session at 6:25pm.

Mr. Landrum moved we recess into executive session at 6:25pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:35pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Donna Whiteman and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Taylor seconded and motion carried 5-0

Reconvened into open session at 6:35pm.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Professional Staff Employment Letter

Mr. Taylor moved to approve the Professional Staff Employment Letter for Ross Harper, Career Technical Education (CTE) Recruiter at a salary of \$33,211, beginning July 1, 2018. Mr. Winchell seconded and motion carried

Program Certificate Change

Mr. Winchell moved to approve Graphic Design Program moving from Cert A to Cert B. Mr. Hoskins seconded and motion carried 5-0.

New Course Approval

Mr. Hoskins moved to approve the new course, Introduction to Industrial Coating and Safety, 5 credit hours. Mr. Landrum seconded and motion carried 5-0.

Administrative Employment Contract Confirmation

Mr. Hoskins moved to approve the two year contract for Jason Sharp, Dean of Instruction, at a salary of \$68,000, beginning July 9, 2018. Mr. Taylor has concerns about offering a two year contract. Mr. Landrum seconded and motion carried 4-1. Mr. Taylor voted against the contract.

Approval of Bills

Mr. Taylor moved to approve the payment of the bills. Mr. Winchell seconded and motion carried 5-0.

Cherokee Center Lease Purchase

Mr. Landrum moved to approve entering into a lease purchase with the Foundation for the Cherokee Center. After final payment is received in August 2020, the deed will be transferred to the College. Mr. Hoskins seconded and motion carried 5-0.

Public Comment

Mr. Taylor commended everyone on a great job at the GED Ceremony held on Tuesday.

Mr. Taylor spoke to a young lady that attended a welding program in Nevada, MO and she has a job in Texas making a really good salary. He thinks our welding program is going to be a great addition.

Mr. Hoskins announced that we would opening bids on Friday, June 15th at 10:15am in the Cardinal Café for the Workforce Training Center.

Executive Session

Executive Session for the purpose of discussing employer-employee negotiations.

Mr. Landrum moved to recess into executive session at 6:57pm (time) for 10 minutes for the purpose of discussing employer-employee negotiations, inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, and Janice Every.

The Board will return to open meeting at 7:07pm in this room. Mr. Hoskins seconded and motion carried 5-0.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

The Board reconvened at 7:07pm taking no action.

EXHIBIT 2

Vice-President Doherty had additional information on the insurance coverage. Mr. Winchell moved to approve the insurance policies as presented by Wood-Dulohery Insurance Agency in the amount of \$91,394.58. Mr. Hoskins seconded and motion carried 5-0.

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for July 12, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Landrum moved to adjourn the meeting at 7:14pm. Mr. Hoskins seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

RRF

LABETTE COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
Tuesday, June 19, 2018
12:00 p.m.

The Board of Trustees met at 12:00 p.m. on Tuesday, June 19, 2018 in the Conference Room of the Student Success Center Building.

Members Present

Mr. Rod Landrum
Mr. Carl Hoskins
Mr. Pat McReynolds

Mr. Montie Taylor
Mr. David Winchell (by phone)
Mr. Mike Howerter

Others Present

Leanna Doherty
Joe Burke
Dr. Mark Watkins
Ed Kurtz
Terry Hardman

Linseh Johnson
Kevin Doherty
Ray Nolting
Bethany Kendrick

Megan Fugate recorded the minutes.

Chair McReynolds called the meeting to order at 12:00pm.

Adoption of Agenda (ACTION ITEM)

Chair McReynolds asked for changes or additions to the printed agenda. Mr. Hoskins moved to approve the agenda as presented. Mr. Landrum seconded and motion carried 5-0.

Faculty Senate Report

None

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

Trustee Howerter arrived at 12:04pm.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Reports and/or Board Discussion

Spec Building Renovation Bid Approval

Ed Kurtz and Terry Hardman were in attendance to review the bids received. After a discussion, Mr. Winchell moved to approve the project base bid as submitted from Hofer & Hofer, not to exceed \$469,000, including alternates 1 and 2. Mr. Landrum seconded and motion carried 6-0.

Mr. Winchell left the meeting at 1:01pm.

Mr. Howerter left the meeting at 1:04pm and returned at 1:06pm.

Public Comment

Joe Burke announced the College Jazz Band would be performing on Thursday evening at Music in the Park at 7:00pm.

Mr. Hoskins announced that a building permit had been issued for the hospitality group to begin work on the new hotel.

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for March 8, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. Landrum moved to adjourn the meeting at 1:14pm. Mr. Hoskins seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

DRAFT

Agenda Item #: VII.A.
Date: July 12, 2018

SUBJECT

Ratification of Faculty Association Master Agreement Changes

REASON FOR CONSIDERATION BY THE BOARD

Changes in the Master Agreement requires Board of Trustees' approval.

BACKGROUND

The faculty and administration have meet to discuss language and compensation changes that both parties feel should be made to the Master Agreement. Statutes stipulate that the Board of Trustees shall ratify changes agreed upon in the Master Agreement with the Faculty Association covering the 2018-2019 school year.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the attached changes to the Master Agreement effective for 2018 - 2019.

Faculty Negotiations Tentative Agreement 2018-2019

1. Minor wording changes to Appendix D – Professional Employee Evaluation
2. A \$5 monthly increase in the matching amount of the 403 (b) Tax Sheltered Annuity (from \$45 to \$50 per month)
3. Step movements and educational movements on the salary schedule
4. A \$750 increase to the base salary amount from \$35,500 to \$36,250 – which also increases overload pay \$10 per credit hour

Agenda Item #: VII.B.

Date: July 12, 2018

SUBJECT

Approval of Salary Increase for Administrative, Professional Staff Contracts and Salaries for Educational Support Staff

REASON FOR CONSIDERATION BY THE BOARD

The Board of Trustees acts on compensation-related items and contracts for full-time employees.

Kansas Statutes require Board of Trustees' approval of selected employment contracts.

BACKGROUND

Contracts should be approved by the Board of Trustees, and any base-salary increases should be acted on. The proposed 2018-2019 budget includes capacity for the recommended increase.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the issuance of administration and professional staff contracts for the 2018-2019 fiscal year according to the current terms and provisions of such contracts. Such contracts include a 2.8% salary increase.

That the Board of Trustees approve a 2.8% salary increase for educational support staff for the fiscal year 2018-2019.

That the Board of Trustees approve a \$5 increase to the 403(b) monthly matching contribution to begin in September for administration, professional staff and educational support staff.

Agenda Item #: VII.C.

Date: July 12, 2018

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

Updated/created the following policies for approval:

Policy 7.01 Administrators and Professional Staff: Conditions of Employment

Policy 8.01 Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. Approval is recommended.

POLICY 7.01**ADMINISTRATORS AND PROFESSIONAL STAFF:
CONDITIONS OF EMPLOYMENT****W. Tax Sheltered Annuity Proposal**

LCC will match contributions of up to \$50 per month or \$600 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Revised: 7/20/17

Revised: 7/12/18

POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

T. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$50 per month or \$600 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Revised: 7/20/17

Revised: 7/12/18

Agenda Item #: VII.D.
Date: July 12, 2018

SUBJECT

Setting Regular Meeting Dates and Times for the Fiscal Year 2018-2019 Board of Trustees Meetings

REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

The Board of Trustees traditionally establishes the dates, times and locations for its regular meetings at the July Board meeting. The attached Exhibit reflects dates second Thursday at 5:30pm of each month for the 2018-19 academic year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meeting's Act.

PRESIDENT'S RECOMMENDATION

Subject to Board consensus, that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 p.m., on campus in the Conference Room of the Student Union Building.

**LCC BOARD OF TRUSTEES
MEETING DATES
2018-2019**

2nd Thursday, Monthly, 5:30 p.m.

August 9, 2018
September 13, 2018
October 11, 2018
November 8, 2018
December 13, 2018
January 10, 2019

February 14, 2019
March 14, 2019
April 11, 2019
*May 2, 2019
June 13, 2019
July 11, 2019

*Moved the May meeting from the 9th to the 2nd to avoid conflicts with pinning ceremonies.

Agenda Item: VII.E.

Date: July 12, 2018

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require Board of Trustees' approval of all expenditures.

BACKGROUND

***Due to the end of the fiscal year, the bills were not ready for the board packet. They will be distributed at the week of the meeting.**

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the claims register.

