

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

January 9, 2020

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, January 9, 2020
5:30 p.m.

Conference Room #1, Student Success Center Building

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of December 12, 2019, Regular Meeting Minutes..(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - 1. Comparison of Expenditures to Budget
 - 2. Audit
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Policy Approval.....(Agenda Item V.A.)
(Exhibit 3)
 - B. Professional Staff Employment Letter.....(Agenda Item V.B.)
(Exhibit 4)
 - C. Approval of Bills.....(Agenda Item V.C.)
- VI. 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.

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

EXHIBIT 1

time limits as deemed appropriate.

- VII. Next Regular Board Meeting: February 13, 2020, 5:30 p.m., CR, Student Union Building, and Tentative Agenda Items
- VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
December 12, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, December 12, 2019 in the Conference Room, Student Success Center Building.

Members Present

Mr. Rod Landrum (by phone)
Mr. David Winchell
Mr. Pat McReynolds
Mr. Mike Howerter
Mr. Carl Hoskins

Members Absent

Mr. Montie Taylor

Others Present

Dr. Mark Watkins
Leanna Doherty
Tammy Fuentez
Joe Burke
Jason Sharp
Lindi Forbes
Bethany Kendrick

Kathy Johnston
Janice Every
Sara Comer
Dr. Archana Lal
Tom Brungardt
Darbi Forbes

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the agenda. President Watkins had one change, remove Audit from III. B.2. Mr. Hoskins moved to approve the agenda as amended. Mr. Landrum seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the November 14, 2019 regular meeting minutes, Mr. Howerter moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the November financial report at the table. At the end of November we were 42% through the year. The general fund was 40% expended and the technical education/vocational fund was 38% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty gave an update on the facilities projects.

President's Report

President Watkins gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Administration Position Employment Search

Mr. Howerter moved to approve administration to begin a search for a Vice-President of Academic Affairs, Dean of Enrollment Management and Dean of Instruction. Mr. Hoskins seconded. After further discussion motion failed 3-2, Mr. McReynolds and Mr. Landrum voted against.

Mr. McReynolds moved to approve administration to begin the search for a Vice-President of Academic Affairs and a Dean of Enrollment Management. Mr. Landrum seconded and motion carried 4-1. Mr. Howerter abstained.

Professional Staff Position Employment Search

Mr. Howerter moved to table this item until a later date. Mr. McReynolds seconded and motion carried 5-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Policy Approval

Sara Comer was in attendance to answer any questions regarding Policy 4.112 Military Connected In-State Tuition Benefit. Mr. McReynolds moved to approve Policy 2.10 Alcoholic Beverages and Policy 4.112 Military Connected In-State Tuition Benefit. Mr. Hoskins seconded and motion carried 5-0.

Policy Review

Policy 2.09 Tobacco/Nicotine/Vaping Products. We will ask for approval at the January meeting.

Biology Program Review

The Biology Program Review was discussed. Jason Sharp, Dean of Instruction reviewed the program review. Dr. Archana Lal and Tom Brungardt were in attendance to answer any questions. Mr. Landrum moved to approve the Biology Program Review as presented. Mr. Hoskins seconded and motion carried 5-0.

Approval of Bills

Mr. McReynolds moved to approve the Claims Register. Mr. Hoskins seconded and motion carried 5-0.

EXHIBIT 2

Public Comment

Janice Every reminded everyone about Joe Burke's retirement reception on Friday, December 13th at 2:30pm in the Cardinal Event Center.

Mr. Landrum complemented Seth Roach on a great concert. He also complemented Bethany Kendrick on the great PR for the capital campaign.

Darbi Forbes addressed the Board of Trustees about her desire to see the spirit squad reinstated at LCC.

Mr. Howerter relayed a message from his wife, Dori, on the great job Mr. Winchell does helping out with Stella Wells.

Lindi Forbes gave an update on the capital campaign.

Bethany Kendrick announced the Original Cardinal Wrestlers Event that will be on January 21st. More details will be coming.

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

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for January 9, 2020 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. McReynolds moved to adjourn the meeting at 7:00pm. Mr. Landrum seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

Agenda Item #: V.A.
Date: January 9, 2020

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 2.09 Use of Tobacco/Nicotine/Vaping Products

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve Policy 2.09 Use of Tobacco/Nicotine/Vaping Products.

POLICY 2.09 USE OF TOBACCO, NICOTINE, AND VAPING PRODUCTS

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco/nicotine/vaping products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become "passive smokers" without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, K.S.A. 21-6109 and 21-6116, the campus is a public place and therefore required to be smoke free.

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For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-/nicotine/vaping free policy.

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Specifically:

1. Tobacco use in any form and/or vaping electronic cigarettes including but not limited to nicotine delivery devices are prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco and nicotine delivery devices and products, vaping products are prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco and nicotine delivery devices and vaping products use are prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco and nicotine delivery devices and product and vaping product use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

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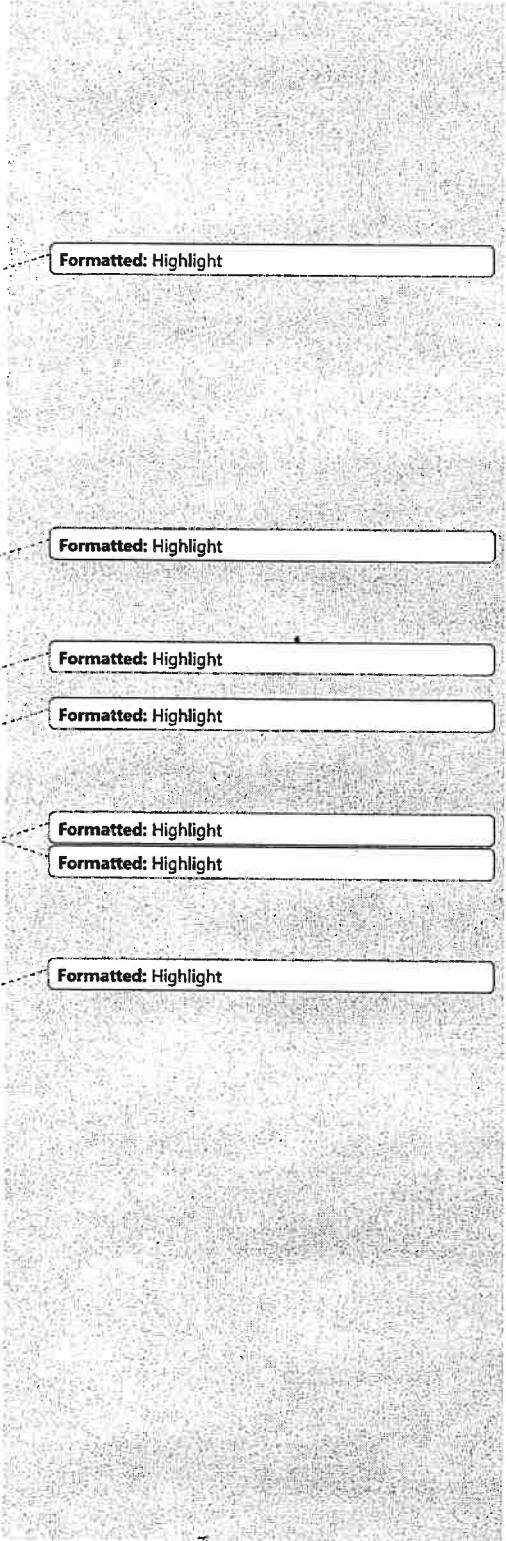
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Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13
Revised: 5/2/19



Agenda Item #: V.B.

Date: January 9, 2020

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Deardin Kelley has accepted the position of Part-Time Assistant Volleyball Coach. Please see exhibit 4 for biography information.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Deardin Kelley, Part-Time Assistant Volleyball Coach, for a 10 month contract, at a salary of \$19,560, beginning January 6, 2020.

BIOGRAPHY

Deardin Kelley

Ms. Deardin Kelley has accepted the position of Part Time Assistant Volleyball Coach.

Coach Kelley earned an Associate of Science degree from Fort Scott Community College and a Bachelor's of Arts with emphasis in Psychology from Southwestern College in Winfield.

Deardin played volleyball at Fort Scott and continued her volleyball career at Southwestern. At Fort Scott Community College, she was a two time academic All American and was on the Dean's list at Southwestern each semester. She coached a club team and has volunteered with Coach Miller at LCC for the last two preseasons.

Deardin begins work on January 6.

POSITION DESCRIPTION

VOLLEYBALL COACH ASSISTANT

Reports to: Head Volleyball Coach
Organizational Unit: Professional Staff – Exempt, Part Time
Salary Range: Specialist
Revision Date: November 2019

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Volleyball Coach Assistant is responsible for assisting with recruiting and implementing the volleyball team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

II. Essential Job Functions

Volleyball Coach Assistant

- A. Ability to assist with the promotion and development of the volleyball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in ordering equipment and uniforms
- D. Ability to aide in publicity for recruiting
- E. Ability to work camps for recruiting and publicity purposes
- F. Ability to educate and counsel athletes
- G. Ability to monitor academic progress of student athletes
- H. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance
- K. Ability to perform other duties as assigned

Other

- A. Ability to assist Sports Information Coordinator as needed
- B. Concessions
- C. Game set up
- D. Weight room cleaning

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of volleyball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required
- D. No office windows

Agenda Item: V.C.
Date: January 9, 2020

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

***Due to the holiday break, 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.

