

LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
August 13, 2020  
5:30 p.m.  
Student Success Center, Conference Room

Review Copy

# EXHIBIT 1

(First published in the Parsons Sun, July 28, 2020)

Budget Form CC-J

STATE OF KANSAS

## NOTICE OF PUBLIC HEARING 2020-2021 BUDGET

The governing body of Labette Community College, Labette County, will meet on August 13, 2020, at 5:30 p.m., at the Student Success Center Conference Room for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at Business Office and will be available at this hearing.

### BUDGET SUMMARY

The Expenditures and the Amount of 2020 Tax to be Levied (as shown below) establish the maximum limits of the 2020-2021 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
<b>Current Funds Unrestricted</b>							
General Fund	9,086,387		8,110,869		12,686,727	4,922,347	33.000
Postsecondary Tech Ed	3,014,978		2,839,952		4,091,890	XXXXXXX	XXX
Adult Education	48,182		48,182		86,970	56,248	0.400
Adult Supp Education	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Motorcycle Driver	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	289,469	XXX	193,217	XXX	456,540	XXXXXXXXXX	XXX
<b>Plant Funds</b>		XXX		XXX		XXXXXXXXXX	XXX
Capital Outlay	334,524		265,787		900,000	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
<b>Total All Funds</b>	<b>12,732,540</b>	<b>0.000</b>	<b>11,438,007</b>	<b>0.000</b>	<b>18,222,827</b>	<b>XXXXXXXXXX</b>	<b>33.400</b>
<b>Total Tax Levied</b>	<b>4,585,690</b>		<b>4,868,327</b>		<b>XXXXXXXXXX</b>	<b>4,978,596</b>	
<b>Assessed Valuation</b>	<b>134,417,973</b>		<b>137,336,276</b>		<b>140,639,952</b>		

### Outstanding Indebtedness, July 1

	2019	2019	2020
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No Fund Warrants			
Temporary Notes			
Lease Purchase Principal	86,863	242,000	121,000
<b>Total</b>	<b>86,863</b>	<b>242,000</b>	<b>121,000</b>

\* Tax Rates are expressed in mills.

  
Leanna Doherty, VP of Finance & Operations

July 28, 2020

# EXHIBIT 2

Labette Community College  
Board of Trustees Meeting Agenda  
August 13, 2020  
TIME 5:30 p.m.  
Student Success Center, Conference Room

- I. Public Hearing – 2020-2021 Community College Budget.....(Agenda Item I)  
(Exhibit 1)
- II. Adoption of Agenda .....(Agenda Item II)  
(Exhibit 2)
- III. Approval of July 9, 2020, Meeting Minutes.....(Agenda Item III)  
(Exhibit 3)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
  - C. President’s Report
- V. Old Business (Action, Report, or Discussion)
  - A. Approval of 2020-2021 Budget.....(Agenda Item V.A)
- VI. New Business (Action, Report, or Discussion)
  - A. Executive Session for the purpose of discussing employer-employee negotiations.  
  
I move we recess into executive session at \_\_\_\_\_(time) for  
\_\_\_\_\_minutes for the purpose of discussing employer-  
employee negotiations.  
  
The Board will return to open meeting at \_\_\_\_\_ in this  
room.  
  
The executive session is required to protect the public interest in negotiating a fair and  
equitable contract.
  - B. Master Agreement Contract Ratification.....(Agenda Item VI.B.)  
.....(Exhibit 4)

## EXHIBIT 2

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

I move we recess into executive session at \_\_\_\_\_(time)for \_\_\_\_\_minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_\_\_ in this room.

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

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

I move we recess into executive session at \_\_\_\_\_(time)for \_\_\_\_\_minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_\_\_ in this room.

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

- E. Administration, Professional Staff, Educational Support Staff Salary Increase .....(Agenda Item VI.E.)
- F. SPARK Funds M.O.U., Labette County.....(Agenda Item VI.F.)  
.....(Exhibit 5)
- G. SPARK Funds M.O.U, Cherokee County .....(Agenda Item VI.G.)  
.....(Exhibit 6)
- H. Faculty Contract Ratification .....(Agenda Item VI.H.)  
.....(Exhibit 7)
- I. New Benefit offer, KPERS 457.....(Agenda Item VI.I.)  
.....(Exhibit 8)
- J. Approval of Bills.....(Agenda Item VI.J.)  
(Exhibit 9)

### VII. 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**

## EXHIBIT 2

**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 time limits as deemed appropriate.

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

I move we recess into executive session at \_\_\_\_\_(time)for \_\_\_\_\_minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_\_\_ in this room.

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

- IX. Next Regular Board Meeting: September 10, 2020, 5:30 p.m., Tentative Agenda Items

- X. Adjournment

## EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 9, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, July 9, 2020 in the Conference Room, Student Success Center Building.

### Members Present

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

### Others Present

Dr. Mark Watkins  
Leanna Doherty  
Megan Fugate  
Janice Every  
Dr. Jason Sharp

Kevin Doherty  
Bethany Kendrick  
Kara Wheeler  
Tammy Fuentez

Jennifer Thompson recorded the minutes.

### Adoption of Agenda (ACTION ITEM)

Chair Winchell asked for changes or additions to the presented agenda. President Watkins had no changes. Mr. McReynolds moved to approve the revised agenda as presented. Mr. Landrum seconded and motion carried 6-0.

### Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Winchell asked for corrections or additions to the June 11, 2020 regular meeting minutes, Mr. Hoskins moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 6-0.

### Reports and/or Board Discussion

#### Faculty Senate Report

None

#### Administrative Report

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

## EXHIBIT 3

Vice President Doherty gave an update on the athletic insurance. Mr. Landrum moved to approve move the athletic insurance policy with Philadelphia Life Insurance, Wood-Dulohery, in the amount of \$75,348. Mr. Landrum seconded and motion carried 6-0.

Kevin Doherty gave a facilities update.

### President's Report

Dr. Watkins introduced Jennifer Thompson as the new hire for Executive Assistant to the President. Dr. Watkins also introduced Kara Wheeler as the new Dean of Instruction.

### Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

### New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

#### Professional Staff Employment Letters

Mr. McReynolds moved to approve Rhonda Baker as a Financial Aid Counselor on a temporary part-time basis until September 30, 2020, Jennifer Thompson as the Executive Assistant to the President/Clerk of the Board position beginning July 7, 2020 at an annual salary of \$30,000 and Ashton Sangster as Part-time Assistant Softball Coach, on a 10-month contract beginning July 13, 2020, at an annual salary of \$19,560. Mr. Landrum seconded and motion carried 6-0.

#### Clerk of the Board Appointment

Mr. Hoskins moved to approve Jennifer Thompson as the Clerk of the Board beginning July 9, 2020. Mr. Landrum seconded and the motion carried 6-0.

#### Approval of Bills

Mr. McReynolds moved to approve the Claims Register. Mr. Landrum seconded and motion carried 6-0.

#### Public Comment

None

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

Mr. Landrum moved to recess into executive session at 6:05pm (time)for 10 minutes for the purpose of discussing employer-employee negotiations.

The executive session was required to protect the public interest in negotiating a fair and equitable contract. Leanna Doherty, Janice Every, Jason Sharp and Dr. Mark Watkins were invited into the session.

Mr. McReynolds seconded and motion carried 6-0.

Reconvened at 6:15pm.

## EXHIBIT 3

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

Mr. Landrum moved to recess into executive session at 6:17 pm (time)for 15 minutes for the purpose of discussing personnel matters of non-elected personnel.

The executive session was required to protect the privacy interests of the individual(s) to be discussed. Janice Every, Leanna Doherty and Dr. Mark Watkins were invited into the session.

Mr. Hoskins seconded and motion carried 6-0.

Reconvened at 6:32pm.

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

Mr. Landrum moved to recess into executive session at 6:33 pm (time)for 5 minutes for the purpose of discussing personnel matters of nonelected personnel.

The executive session was required to protect the privacy interests of the individual(s) to be discussed. Janice Every, Leanna Doherty and Dr. Mark Watkins were invited into the session.

Mr. Hoskins seconded and motion carried 6-0.

Reconvened at 6:37pm.

### 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 August 13, 2020 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mr. Landrum moved to adjourn the meeting at 6:39pm. Mr. McReynolds seconded and motion carried 6-0.

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Jennifer Thompson, Clerk of the Board



Agenda Item #: V.A.  
Date: August 13, 2020

SUBJECT

Adoption of the 2020-2021 Labette Community College Budget

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees approval of the annual budget.

BACKGROUND

Since January the FY 2020-2021 budget has been under development. Information about the budget was presented to the Board in a special budget work session in July.

The published, proposed budget for the general and PTE funds at \$11,765,655 which reflects a legal spending limit of \$16,778,617 with no increase in the mill levy.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the proposed 2020-2021 Labette Community College Budget as presented in Exhibit 1.

Agenda Item #: VI.B.  
Date: August 13, 2020

SUBJECT

Master Agreement Contract Ratification

REASON FOR CONSIDERATION BY THE BOARD

Changes in the Master Agreement require Board of Trustees approval

BACKGROUND

The faculty and administration have met 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 2020-2021 school year.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the attached changes to the Master Agreement effective for 2020-2021.

## **EXHIBIT 4**

### **Faculty Negotiations Tentative Agreement 2020-2021**

1. Step movements and educational movements on the salary schedule.
2. Insert the "preponderance of evidence" standard for Title IX.
3. Form an ad hoc committee to revamp the student evaluation document in hopes of getting a higher response rate. The committee will be composed of VPAA, DOI, Division Chair and two faculty members.
4. Change the load definition for CTE faculty teaching in a high school setting from a credit hour to a clock hour definition: 37.5 clock hours per week which includes office hours and a duty free lunch.
5. Removal of two provisions dealing with compensation for music lessons since we no longer have a music program.
6. Increase the amount of the optional payroll advance on the first paycheck of new hires from \$500 to \$1,000.
7. Two faculty members will be included in the development process of the academic calendar.
8. A \$300 stipend per faculty member for the past spring semester for shifting their courses to an alternate delivery format.
9. Adding language to the agreement in case we need to move again to an alternate delivery method for instruction to compensate the instructors each \$40 per week, per person, for the weeks spent delivering the course in an alternate/distance delivery method. This is in lieu of compensation for curriculum development and online instruction.

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 2020-2021 budget includes capacity for the recommended increase.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the issuance of administrative contracts and professional staff contracts and employment letters for the 2020-2021 fiscal year according to the current terms and provisions of such contracts and letters. Such contracts include a 1% salary increase.

The President recommends the Board of Trustees approve a 1% salary increase for educational support staff for the fiscal year 2020-2021.

SUBJECT

Resolution to Adopt the SPARKS Coronavirus Relief Fund Memorandum of Understanding for Labette County.

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees approval for inter-agency agreements.

BACKGROUND

The Commissioners requested to have a resolution passed by each signing organization on the interlocal agreement.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resolution for the SPARKS Coronavirus Relief Fund Memorandum of Understanding.

## EXHIBIT 5

### Coronavirus Relief Fund Memorandum of Understanding

**WHEREAS**, securing the health, safety, and economic well-being of the population of Labette County is Labette Community College's top priority;

**WHEREAS**, the state of Kansas is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens locally;

**WHEREAS**, the World Health Organization declared a pandemic on March 11, 2020;

**WHEREAS**, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

**WHEREAS**, as of this date, in Labette County there have been 110 reported positive cases of COVID-19 with a likely second wave of COVID-19 cases expected in the Fall;

**WHEREAS**, Labette Community College must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also simultaneously beginning the process of safely, strategically, and incrementally reopening business and facilitating economic recovery and revitalization;

**WHEREAS**, for the aforementioned and other reasons, and in recognition and furtherance of my responsibility to provide for and ensure the health, safety, security, and welfare of the people of the community, Labette Community College has determined that the evolving public health and economic threats posed by COVID-19 require a proactive approach to provide immediate financial relief and long-term economic investment in the community;

**WHEREAS**, in these challenging times, Labette Community College will do whatever it can to avoid immediate dangers to the health, safety, and welfare of our constituents and prepare for future waves of COVID-19;

**WHEREAS**, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute money to Labette County help address the health and economic challenges inflicted by COVID-19 based on Labette County's population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

**WHEREAS**, to ensure that all educational and municipal entities within counties receive Coronavirus Relief Funds to meet their respective health and economic challenges, the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities

## EXHIBIT 5

within their counties.

**WHEREAS**, Labette County adopted a Resolution to accept and distribute funds to cities and other entities within Labette County.

**THEREFORE**, pursuant to the authority vested in Labette County Commissioners, in order to begin the process of safely, strategically, and proactively providing the resources the community needs to both mitigate the spread of COVID-19 and invest in long-term economic recovery, Labette County Commissioners accepts any funds appropriated to Labette Community College by the State of Kansas through the State's Coronavirus Relief Fund and distributed by Labette County pursuant to the following terms designed to ensure the lawful use of funds and transparency, equity, and accountability:

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security ("CARES") Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund ("CRF") payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:
  - a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
  - b. not accounted for in the budget most recently approved for the county as of March 27, 2020; and
  - c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - COVID-19 related expenses of public hospitals or clinics
  - COVID-19 testing and quarantine costs
  - Payroll of employees substantially dedicated to COVID-19 mitigation or response
  - Expenses for establishing and operating public telemedicine capabilities
  - Technological improvements to facilitate distance learning
  - Improving telework capabilities
  - Grants to small businesses to reimburse the costs of business interruption caused by required closures
  - Government payroll support program
  - Unemployment insurance costs related to COVID-19

## EXHIBIT 5

3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - Damages covered by insurance
  - Payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19
  - Expenses that will be reimbursed under any federal program
  - Reimbursement to donors for donating items or services
  - Workforce bonuses other than hazard pay or overtime
  - Severance pay
  - Legal settlements
4. Additionally, as outlined in guidance issued by the Congressional Research Service on April 14, 2020, “Coronavirus Relief Fund payments may not be used to directly account for revenue shortfalls related to the COVID-19 outbreak. Such funds, however, may indirectly assist with revenue shortfalls in cases where expenses paid for by the Coronavirus Relief Fund would otherwise widen the gap between government outlays and receipts.”
5. To ensure effective and timely oversight of local spending Labette Community College will comply with reporting requirements established by Labette County.
6. To ensure transparency and accountability in the deliberation, expenditure, and oversight processes associated with CRF funds, Labette Community College, will comply with all applicable requirements of the Kansas Open Meetings Act and Labette County.
7. The COVID-19 pandemic has disproportionately impacted racial minorities within the State of Kansas, illustrating long-standing health disparities for African-American, Latino, and other racial minority populations in the United States. Accordingly, Labette Community College will consider and incorporate efforts to address such disproportionate impacts on racial minorities in its proposed plan.
8. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This Memorandum of Understanding signifies that, upon approval, Labette Community College agrees to cooperate with any audits or inquiries by the Department of the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.



## EXHIBIT 5

9. Labette Community College understands that the United States Department of the Treasury or the Governor's Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.
10. Labette Community College understands and agrees that any unspent funds must be returned to the State for recoupment. Labette Community College understands that Labette County must return all unspent funds no later than December 30, 2020, and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to the SPARK Taskforce will be made publicly available by the Governor's Office of Recovery, including supporting documentation submitted by the Labette Community College to Labette County.

This document shall be filed with the County Clerk. It shall become effective as of August 15, 2020.

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Name

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Date

Agenda Item #: VI.G.

Date: August 13, 2020

SUBJECT

Resolution to Adopt the SPARKS Coronavirus Relief Fund Memorandum of Understanding for Cherokee County.

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees approval for inter-agency agreements.

BACKGROUND

The Commissioners requested to have a resolution passed by each signing organization on the interlocal agreement.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resolution for the SPARKS Coronavirus Relief Fund Memorandum of Understanding.

## EXHIBIT 6

### Coronavirus Relief Fund Memorandum of Understanding

**WHEREAS**, securing the health, safety, and economic well-being of the population of Cherokee County is the Labette Community College Cherokee Center's top priority;

**WHEREAS**, the state of Kansas is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens locally;

**WHEREAS**, the World Health Organization declared a pandemic on March 11, 2020;

**WHEREAS**, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

**WHEREAS**, as of this date, in Cherokee County there have been 68 reported positive cases of COVID-19, including 1 death with a likely second wave of COVID-19 cases expected in the Fall;

**WHEREAS**, Labette Community College Cherokee Center must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also simultaneously beginning the process of safely, strategically, and incrementally reopening business and facilitating economic recovery and revitalization;

**WHEREAS**, for the aforementioned and other reasons, and in recognition and furtherance of my responsibility to provide for and ensure the health, safety, security, and welfare of the people of the community, Labette Community College Cherokee Center has determined that the evolving public health and economic threats posed by COVID-19 require a proactive approach to provide immediate financial relief and long-term economic investment in the community;

**WHEREAS**, in these challenging times, Labette Community College Cherokee Center will do whatever it can to avoid immediate dangers to the health, safety, and welfare of our constituents and prepare for future waves of COVID-19;

**WHEREAS**, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute money to Cherokee County help address the health and economic challenges inflicted by COVID-19 based on Cherokee County's population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

**WHEREAS**, to ensure that all educational and municipal entities within counties receive Coronavirus Relief Funds to meet their respective health and economic challenges, the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities

## EXHIBIT 6

within their counties.

**WHEREAS**, Cherokee County adopted a Resolution to accept and distribute funds to cities and other entities within Cherokee County.

**THEREFORE**, pursuant to the authority vested in Cherokee County Commissioners, in order to begin the process of safely, strategically, and proactively providing the resources the community needs to both mitigate the spread of COVID-19 and invest in long-term economic recovery, Cherokee County Commissioners accepts any funds appropriated to Labette Community College Cherokee Center by the State of Kansas through the State's Coronavirus Relief Fund and distributed by Cherokee County pursuant to the following terms designed to ensure the lawful use of funds and transparency, equity, and accountability:

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security ("CARES") Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund ("CRF") payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:
  - a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
  - b. not accounted for in the budget most recently approved for the county as of March 27, 2020; and
  - c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - COVID-19 related expenses of public hospitals or clinics
  - COVID-19 testing and quarantine costs
  - Payroll of employees substantially dedicated to COVID-19 mitigation or response
  - Expenses for establishing and operating public telemedicine capabilities
  - Technological improvements to facilitate distance learning
  - Improving telework capabilities
  - Grants to small businesses to reimburse the costs of business interruption caused by required closures
  - Government payroll support program
  - Unemployment insurance costs related to COVID-19

## EXHIBIT 6

3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - Damages covered by insurance
  - Payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19
  - Expenses that will be reimbursed under any federal program
  - Reimbursement to donors for donating items or services
  - Workforce bonuses other than hazard pay or overtime
  - Severance pay
  - Legal settlements
4. Additionally, as outlined in guidance issued by the Congressional Research Service on April 14, 2020, “Coronavirus Relief Fund payments may not be used to directly account for revenue shortfalls related to the COVID-19 outbreak. Such funds, however, may indirectly assist with revenue shortfalls in cases where expenses paid for by the Coronavirus Relief Fund would otherwise widen the gap between government outlays and receipts.”
5. To ensure effective and timely oversight of local spending Labette Community College Cherokee Center will comply with reporting requirements established by Cherokee County.
6. To ensure transparency and accountability in the deliberation, expenditure, and oversight processes associated with CRF funds, Labette Community College Cherokee Center, will comply with all applicable requirements of the Kansas Open Meetings Act and Cherokee County.
7. The COVID-19 pandemic has disproportionately impacted racial minorities within the State of Kansas, illustrating long-standing health disparities for African-American, Latino, and other racial minority populations in the United States. Accordingly, Labette Community College Cherokee Center will consider and incorporate efforts to address such disproportionate impacts on racial minorities in its proposed plan.
8. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This Memorandum of Understanding signifies that, upon approval, Labette Community College Cherokee Center agrees to cooperate with any audits or inquiries by the Department of the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.

## EXHIBIT 6

9. Labette Community College Cherokee Center understands that the United States Department of the Treasury or the Governor's Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.
10. Labette Community College Cherokee Center understands and agrees that any unspent funds must be returned to the State for recoupment. Labette Community College Cherokee Center understands that Cherokee County must return all unspent funds no later than December 30, 2020, and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to the SPARK Taskforce will be made publicly available by the Governor's Office of Recovery, including supporting documentation submitted by the Labette Community College Cherokee Center to Cherokee County.

This document shall be filed with the County Clerk. It shall become effective as of August 15, 2020.

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Name

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Date

Agenda Item #: VI.H.

Date: August 13, 2020

SUBJECT

Ratification of Faculty Contract

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kent Crowton has accepted the Baxter Springs Welding instructor position. See Exhibit 7.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve a faculty contract for Kent Crowton, Welding Instructor, beginning August 13, 2020, Qualified Vocational column, step 30, at a salary of \$55,800 plus per diem, \$340, the additional days beyond 164, per Baxter Springs School District Calendar. Approval is recommended.

# POSITION DESCRIPTION

## INSTRUCTOR (FULL-TIME)

### REPORTS TO: DEAN OF INSTRUCTION/PROGRAM DIRECTOR

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: September 2019

See also addendum - Program/Department specific

#### I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

#### II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies



- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.
- P. Ability to provide necessary support for and student referrals to educational support programs and functions
- Q. Ability to maintain and update the technical competencies necessary to perform the job function
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

### **III. Consulting Tasks**

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

### **IV. Supervises the Following Staff**

None

### **V. Required Knowledge, Skills and Personal Qualifications**

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

### **VI. Preferred Experience**

At least three years recent teaching or professional experience in the areas to be taught.

### **VII. Educational Background**

- A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
  - Master's degree or higher in the teaching discipline or subfield taught.

- Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:
  - Bachelor's degree and/or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.
- D. Faculty teaching non-transfer courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, personal enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

### **VIII. Working Conditions/Environment**

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

SUBJECT

KPERS 457 Deferred Compensation Plan

REASON FOR CONSIDERATION BY THE BOARD

A new benefit for staff to recognize employees' value to the institution. A resolution is needed if Board approval is granted.

BACKGROUND

KPERS 457 Plan has been around for many years and just opened up to non-state employees the past few years. There is no cost to LCC to offer this to our employees and KPERS handles most of the fiduciary responsibilities. This benefit is offered in addition to a 403b. The maximum contribution is \$19,000 and the minimum is \$12 per pay period (monthly).

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the KPERS 457 benefit for all eligible LCC employee. Approval is recommended.

# EXHIBIT 8

## RESOLUTION

### A RESOLUTION AUTHORIZING A DEFERRED COMPENSATION PLAN FOR THE EMPLOYEES OF LABETTE COMMUNITY COLLEGE, PARSONS, KANSAS.

WHEREAS, to enable Labette Community College, Parsons, Kansas to attract and to retain in its employment, persons of competence and to provide a means for supplementing the retirement benefits of College employees; and

WHEREAS, the Kansas Public Employees Retirement System has entered into a group contract in conjunction with the Kansas Public Employees Deferred Compensation Plan for the provision of recordkeeping, communication, education, and investment management services; and

WHEREAS, it is the desire of the College to become a joint contract owner with the State of Kansas of the group contract; and

WHEREAS, it is the desire of the College to encourage and support efforts of its employees to voluntarily participate in a tax deferred compensation plan;

NOW, THEREFORE, BE IT RESOLVED BY Labette Community College, PARSONS, KANSAS

1. The College elects to adopt the Kansas Public Employees Deferred Compensation Plan as its own plan, as authorized by K.S.A. 74-49b14.
2. The College authorizes and approves execution of a Plan Joint Agreement to implement a deferred compensation plan.
3. Further, the PRESIDENT is authorized to execute all necessary documents.

PASSED AND APPROVED by the TRUSTEES of LABETTE COMMUNITY COLLEGE on this

\_\_\_\_\_ Day of \_\_\_\_\_, 2020

ATTEST:

\_\_\_\_\_  
Dr. Mark Watkins, President

\_\_\_\_\_  
Jennifer Thompson, Board Clerk

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
127617	A T and T	Phone Charges - Cherokee Center	11-7103-631-000	\$545.22	
		Phone Charges - WTC	12-4204-631-000	\$262.84	\$808.06
127618	A T and T	Internet	11-6401-631-000	\$4,062.29	\$4,062.29
127620	CAAHEP	CAAHEP Annual Fees	12-1214-670-000	\$600.00	\$600.00
127621	City of Parsons	Water Service	11-7102-632-000	\$2,137.92	
		Water Service - WTC	12-4204-632-000	\$137.05	
		Water Service	16-9482-632-000	\$192.26	\$2,467.23
127622	Commercial Bank	Safe Deposit Box 968	11-6201-701-000	\$80.00	\$80.00
127623	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$193.75	
		Cable - Cherokee Center	11-7103-701-000	\$103.87	\$297.62
127625	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$14,367.49	
		Electricity - WTC	12-4204-634-000	\$365.32	
		Electricity	16-9482-634-000	\$343.96	\$15,076.77
127626	Kansas Gas Service	Gas Service	11-7102-633-000	\$128.20	
		Gas Service - WTC	12-4204-633-000	\$64.33	\$192.53
127627	Kansas Outdoor Advertising	July Advertising	11-6301-613-000	\$300.00	
		July Billboard Rental	11-6301-613-000	\$575.00	\$875.00
127628	Rural Water District #5	Utility Water, Cherokee Center	11-7103-649-000	\$77.20	\$77.20
127629	Sparklight	Cable Service	11-7202-648-000	\$162.63	\$162.63
127631	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$230.58	
		Custodians Phone Charges	11-7102-649-000	\$311.77	\$542.35

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	7/9/2020	Account Number	Amount	Total
127632	W C A Waste Corporation	Waster Removal - Cherokee Center		11-7103-649-000	\$140.44	\$140.44
	11-General Fund		\$23,416.36			
	12-Postsecondary Technical Education Fund		\$1,429.54			
	16-Auxillary Ent Fund		\$536.22			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$25,382.12</u>			
					<u>\$25,382.12</u>	

Checks approved for release prior to Board action

Mark Watkins  
President

Deanna Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/16/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127634	A T and T	Phone Service	11-6501-631-000	\$134.19	
		Phone Service	11-6501-631-000	\$1,801.99	\$1,936.18
127635	Accident Fund	Workman's Comp	11-6501-590-001	\$2,120.60	\$2,120.60
127636	Apple Inc.	27" iMac	11-6402-850-000	\$1,879.00	\$1,879.00
127637	B P	Gasoline	11-6502-720-000	\$25.37	\$25.37
127638	Constellation Newenergy - Gas	Division Gas Service	11-7102-633-000	\$18.60	
		Gas Service	16-9482-633-000	\$24.18	\$42.78
127639	Every Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$999.02	\$999.02
127640	FedEx Express	Package Shipping	11-5303-701-000	\$26.34	\$26.34
127641	Jeff Hull	Paved Parking Lot - WTC	11-6201-659-000	\$19,995.00	\$19,995.00
127642	Kansas Association of School Boards	Title IX Training - Janice Every	11-5701-601-000	\$38.00	
		Title IX Training - Leanna Doherty	11-5701-601-000	\$38.00	
		Title IX Training - Jason Sharp	11-5701-601-000	\$38.00	\$114.00
127643	Kansas Department of Revenue	Print Shop Sales Tax/June	11-6503-701-000	\$4.23	
		Bookstore Sales Tax/June	16-0000-216-001	\$44.24	
		Food Service Sales Tax/June	16-0000-216-002	\$148.65	\$197.12
127644	Kansas Gas Service	Gas Service	11-7102-633-000	\$279.46	
		Gas Service	11-7103-633-000	\$37.75	
		Gas Service	16-9482-633-000	\$87.99	\$405.20
127648	Leigh Ann Martin	Reimburse Mileage - Site Visit	12-1215-602-000	\$82.80	\$82.80
127651	Touchtone Communications	Long Distance	11-6501-631-000	\$89.77	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	7/31/2020		Description	Account Number	Amount	Total
127742	SignWarehouse, Inc			Office Service Supplies	11-6503-701-000	\$872.58	
				Banner & Vinyl Materials	11-6503-705-000	\$277.94	\$1,485.52
127743	The Higher Learning Commission			Dues	11-6501-681-000	\$5,514.40	\$5,514.40
127744	UniFirst Corporation			Mats, Mops, Towels, Uniforms	11-7103-649-000	\$61.34	
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$61.34	
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$61.34	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$128.74	
				Uniforms	11-7202-648-000	\$61.32	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$128.74	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$128.74	
				Uniforms	11-7202-648-000	\$61.32	
				Uniforms	11-7202-648-000	\$61.32	
				Uniforms	11-7202-648-000	\$61.32	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$128.74	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
				Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,144.26
127745	Vance Lawn Care			Groundskeeping, Cherokee	11-7103-649-000	\$630.00	\$630.00
127746	Mark Watkins			Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
127747	Wood-Dulohery Insurance Inc			Notary Bond - Jennifer Thompson	11-6101-702-000	\$75.00	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

7/31/2020

Check Number	Vendor	Description	Account Number	Amount	Total
127747	Wood-Dulohery Insurance Inc	Liability Insurance	11-6501-622-000	\$4,240.00	\$4,315.00
	11-General Fund			\$182,707.43	
	12-Postsecondary Technical Education Fund			\$6,375.54	
	16-Auxillary Ent Fund			\$1,851.77	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$190,934.74</u>	