

**LABETTE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

January 14, 2021

5:30 p.m.

Cardinal Event Center

**Review Copy**



Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, January 14, 2021  
5:30 p.m.  
Cardinal Event Center

- I. Election of the Officers for the Board of Trustees
- II. Adoption of Agenda..... (Exhibit 1)
- III. Approval of December 10, 2020, Regular Meeting Minutes..... (Exhibit 2)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Audit
  - C. President’s Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Regular Meeting Dates of the Board of Trustees ..... (Agenda Item VI.A.)  
..... (Exhibit 3)
  - B. Professional Staff Resignations..... (Agenda Item VI.B.)
  - C. Approval of Bills..... (Agenda Item VI.C.)  
..... (Exhibit 4)

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 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.

**EXHIBIT 1**

VIII. Next Regular Board Meeting: February 11, 2021, 5:30 p.m., Cardinal Event Center, and Tentative Agenda Items

IX. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
December 10, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, December 10, 2020 in the Cardinal Event Center.

**Members Present**

Mr. Mike Howerter  
Mr. Rod Landrum

Mr. David Winchell

**Members Present via Phone**

Mr. Pat McReynolds

Mr. Montie Taylor

**Members Absent**

Mr. Carl Hoskins

**Others Present**

Dr. Mark Watkins  
Tammy Fuentez  
Janice Every  
Lindi Forbes  
Theresa Hundley

Dr. Jason Sharp  
Leanna Doherty  
Bethany Kendrick  
Kara Wheeler

Jennifer Thompson recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Winchell asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Howerter moved to approve the agenda as presented. Mr. Landrum seconded and motion carried 4-0.

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

Chair Winchell asked for corrections or additions to the November 12, 2020 regular meeting minutes. Mr. Howerter moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 4-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

**SGA 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 35% expended and the technical education/vocational fund was 40% expended. She invited questions from the Trustees.

Mr. Taylor joined the meeting via phone at 5:37

President's Report

Lindi Forbes gave a Capital Campaign update. Only \$61,010 is needed to reach the Capital Campaign goal.

President Watkins gave a short report.

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

None

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

Professional Staff Employment Letter

Mr. Landrum moved to approve Jennifer Katzer as Student Support Services Academic Coordinator, at an annual salary of \$37,500, starting December 14, 2020, as well as to begin the search for a new Financial Aid Specialist. Mr. Howerter seconded and motion carried 5-0.

Approval of Bills

Mr. Landrum moved to approve the Claims Register. Mr. Howerter seconded and motion carried 5-0.

Public Comment

Chair Winchell said he loved the Christmas Parade and gave Lindi Forbes and Bethany Kendrick credit for a job well done on the float.

Mr. Landrum asked Dr. Sharp to give his appreciation for the great job Travis Brumback and the welding program for their work on the downtown arch and benches,

Lindi Forbes expressed her gratitude for the hard work that Bethany Kendrick and Phil Jack have put in to the Capital Campaign.

**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 14, 2020 at 5:30 p.m., Cardinal Event Center.

**Adjournment**

Mr. Howerter moved to adjourn the meeting at 5:59 pm. Mr. Landrum seconded and motion carried 5-0.

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Jennifer Thompson, Clerk of the Board

Agenda Item #: VI.A.

Date: January 14, 2021

SUBJECT

Setting Regular Meeting Dates and Times for the Calendar Year 2021 Board of Trustees Meetings

REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

Due to statute K.S.A. 72-1133 and K.S.A. 72-1138 the meeting dates, times and locations for the regular meeting of the LCC Board of Trustees will be set on or after the second Monday of January for the calendar year. The attached Exhibit reflects dates for the second Thursday at 5:30pm of each month for the 2021 calendar year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meetings Act.

PRESIDENT'S RECOMMENDATION

The President recommends that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 pm, on campus in the Cardinal Event Center while social distancing is still a priority. Should the current COVID-19 situation change, meetings can return to the Conference Room in the Student Success Center.





# EXHIBIT 3

## LCC BOARD OF TRUSTEES MEETING DATES 2021

2<sup>nd</sup> Thursday, Monthly, 5:30 p.m.

January 14, 2021  
February 11, 2021  
March 11, 2021  
April 8, 2021  
\*\*May 6, 2021  
June 10, 2021  
July 8, 2021

August 12, 2021  
September 9, 2021  
October 14, 2021  
November 11, 2021  
December 9, 2021  
January 13, 2022

\*\*Moved the May meeting from the 13<sup>th</sup> to the 6<sup>th</sup> to avoid conflicts with pinning ceremonies.



Agenda Item #: VI.B.

Date: January 14, 2021

SUBJECT

Professional Staff Resignations

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Rebecca Roach, Part-Time Student Success Center Academic Advisor, has submitted her letter of resignation effective January 1, 2021. Ethan Appleby, Part-Time Assistant Baseball Coach, has submitted his letter of recommendation effective January 8, 2021.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignation of Rebecca Roach, Student Success Center Part-Time Academic Advisor, and Ethan Appleby, Part-Time Assistant Baseball Coach and authorize the administration to search for replacements.



Agenda Item #: VI.C.

Date: January 14, 2021

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/4/2020

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
128517	A T and T	Phone Service - Cherokee Center	11-7103-631-000		\$652.74	
		Phone Service - WTC	12-4204-631-000		\$276.82	\$929.56
128518	A T and T	Internet	11-6401-631-000		\$4,090.14	\$4,090.14
128520	CareerSafe	OSHA Vouchers-Nancy	12-4204-701-000		\$600.00	
		OSHA Vouchers-Nancy	12-4204-701-000		\$25.00	\$625.00
128521	City of Parsons	Water Service	11-7102-632-000		\$2,346.32	
		Water Service - WTC	12-4204-632-000		\$137.05	
		Water Service	16-9482-632-000		\$282.69	\$2,766.06
128522	Cox Communications	Internet - Cherokee Center	11-6401-631-000		\$194.42	
		Cable - Cherokee Center	11-7103-701-000		\$104.22	\$298.64
128523	Evergy Kansas Central INC	Electricity	11-7102-634-000		\$12,563.12	
		Electricity - 1230 Main	11-7102-634-000		\$221.92	
		Electricity - WTC	12-4204-634-000		\$598.55	
		Electricity	16-9482-634-000		\$725.98	\$14,109.57
128524	F B L A - P B L	Professional Member Dues	11-1127-604-000		\$25.00	\$25.00
128525	Janelle Goins	Thanksgiving - Men's BB Players	11-5508-601-000		\$117.00	\$117.00
128526	Johnson Controls	Rush Repair	11-7102-649-000		\$2,569.00	\$2,569.00
128527	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000		\$77.40	
		Gas Service	11-7102-633-000		\$234.39	
		Gas Service - WTC	12-4204-633-000		\$381.21	\$693.00
128528	Kansas Outdoor Advertising	December Advertising	11-6301-613-000		\$300.00	
		December Billboard Rental	11-6301-613-000		\$575.00	\$875.00
128530	Laser Designs/PSHTC	Name Badge	11-1103-700-000		\$5.00	
		Name Badge	11-4201-701-000		\$10.00	
		Name Badge	12-4204-701-000		\$5.00	\$20.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

12/4/2020

Check Number	Vendor	Description	Account Number	Amount	Total
128534	Ashley Moore	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$160.43	\$160.43
128536	Crscheln	Groundskeeping Supplies	11-7102-649-000	\$76.18	\$76.18
128538	Sam's Club	Membership Fee - Ross Harper	11-6501-681-000	\$40.00	\$40.00
128539	Cheryl Smith	Reimburse Mileage - Clinicals (10)	12-1208-602-000	\$593.40	\$593.40
128541	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$152.81	\$152.81
128542	Wal-Mart Community	Supplies	11-5504-701-000	\$58.01	\$58.01
		Supplies	11-5504-701-000	\$40.52	\$40.52
		Supplies	11-5508-601-000	\$120.02	\$120.02
		Office Supplies	11-6301-701-000	\$28.34	\$28.34
		Battery Core Fee	11-6502-720-000	(\$10.93)	(\$10.93)
		Automotive Battery	11-6502-720-000	\$129.76	\$129.76
		HR Supplies for Office ALICE Kits	11-6504-701-000	\$28.58	\$28.58
		Supplies	11-6505-701-000	\$26.81	\$26.81
		Groundskeeping Supplies	11-7102-649-000	\$103.05	\$103.05
		Supplies for KSBN KCADNE	12-1208-670-000	\$152.84	\$152.84
		Supplies for Advisory Council Meeting	12-1215-709-000	\$20.63	\$20.63
		Toothpicks	12-4204-701-000	\$2.06	\$2.06
		Supplies	16-9684-701-000	\$39.48	\$39.48
		Supplies	16-9684-701-000	\$262.31	\$262.31
		Food	16-9684-743-000	\$76.88	\$76.88
		Food	16-9684-743-000	\$66.79	\$66.79
		Food	16-9684-743-000	\$76.15	\$76.15
		Food	16-9684-743-000	\$228.70	\$228.70
		Food	16-9684-743-000	\$78.05	\$78.05
		Food	16-9684-743-000	\$7.98	\$7.98



LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	12/4/2020	Account Number	Amount	Total
128542	Wal-Mart Community	Food		16-9684-743-000	\$109.50	
		Food		16-9684-743-000	\$53.14	\$1,698.67
128543	Jimmie J Wilson	Reimburse 2021 PT License Renewal		12-1213-681-000	\$68.68	\$68.68
					<u>\$29,908.14</u>	
	11-General Fund		\$24,878.82			
	12-Postsecondary Technical Education Fund		\$3,021.67			
	16-Auxillary Ent Fund		\$2,007.65			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$29,908.14</u>			

Checks approved for release prior to Board action

*Mark Wettkind*  
\_\_\_\_\_  
President

*Deanna Doherty*  
\_\_\_\_\_  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
128650	Nexstar Broadcasting, Inc	November Advertising/FourStates	11-6301-613-000	\$200.00	
		November Advertising/FourStates	11-6301-613-000	\$279.38	
		November Advertising/FourStates	11-6301-613-000	\$500.00	\$1,829.38
128651	O'Reilly Automotive Stores , Inc	Shock Busing, Rock Switch	11-7102-649-000	\$16.48	\$16.48
128652	Overhead Door of Wichita	Keys	11-7102-671-000	\$152.47	\$152.47
128653	P1 Group Inc	Glycol Tank Plumbing	11-7102-649-000	\$465.50	
		Shipping Charge for Motor	11-7102-649-000	\$305.16	
		Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$4,907.00	\$6,177.66
128654	Parsons Sun	School News	11-6301-613-000	\$76.00	
		Spring Enrollment Ads	11-6301-613-000	\$90.80	
		Spring Enrollment Ads	11-6301-613-000	\$90.80	
		Mask Up Cardinals	11-6301-613-000	\$90.80	
		Pt Time Evening Custodian Ad	11-6504-613-000	\$45.40	\$393.80
128655	Patterson Dental Supply, Inc	Sterilizer Kit	11-1102-646-000	\$119.00	
		Sterilizer Kit	11-1102-646-000	\$123.00	
		Service & Maintenance of 2 Autoclave	11-1102-646-000	\$565.40	
		Emergency Medical Kit	12-1215-700-000	\$837.22	
		Dental Lab Supplies	12-1215-700-000	\$254.66	\$1,899.28
128656	Pitney Bowes Inc.	Postage Meter Ink	11-6503-701-000	\$492.98	\$492.98
128657	QueenB Television of Kansas/Missouri	November Advertising/KOAM	11-6301-613-000	\$775.00	
		November Advertising/KFJX-CW	11-6301-613-000	\$215.00	
		November Advertising/KOAM	11-6301-613-000	\$215.00	
		November Advertising/KFJX	11-6301-613-000	\$650.00	
		November Advertising/KOAM	11-6301-613-000	\$975.00	\$2,830.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	12/31/2020		Description	Account Number	Amount	Total
128658	Reserve Account			PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
128659	Roy's Auto Service, LLC			Vehicle Maintenance, PK2	11-6502-720-000	\$893.88	\$893.88
128660	Sherwin-Williams Company			Paint Supplies	11-7102-649-000	\$49.52	\$49.52
128661	SignWarehouse, Inc			Colored Ink	11-6503-701-000	\$660.87	\$660.87
128662	Sports in Kansas, LLC			November Advertising	11-6301-613-000	\$200.00	
				October Advertising	11-6301-613-000	\$200.00	\$400.00
128663	Summer One, Inc			Mutoh Service Call	11-6503-648-000	\$75.00	\$75.00
128664	Sunbelt Rentals, INC			Gym AC	11-7102-649-000	\$4,782.05	\$4,782.05
128665	Thompson Bros. Supplies, INC			Extension Cords 220	12-1219-700-000	\$260.85	
				Air Hose and Electrical Cords	12-1219-700-000	\$475.97	
				Centering Head	12-1219-700-001	\$89.13	
				Welding Supplies	12-1219-700-001	\$39.02	
				Cylinder Rental	12-1219-700-002	\$165.00	\$1,029.97
128666	Triad Environmental Services			Lagoon Maintenance, Cherokee	11-7103-649-000	\$1,228.00	\$1,228.00
128667	Troy Brown Heating and Cooling Inc.			Service Call	11-7102-649-000	\$79.00	\$79.00
128668	UniFirst Corporation			Uniforms	11-7102-649-000	\$67.25	
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$70.46	
				Mats, Mops, Towels, Uniforms	11-7103-649-000	\$68.71	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$152.41	
				Uniforms	11-7202-648-000	\$67.25	
				Uniforms	11-7202-648-000	\$92.65	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$152.41	
				Uniforms	11-7202-648-000	\$67.25	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$145.16	
				Aprons, Mats, Mops, Cloths	11-7202-648-000	\$152.41	

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account Number	Amount	Total
128668	UniFirst Corporation	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	\$1,235.96
128669	Universal Medical	Stealth Cote Ortho Kit, Caliper, Mark	12-1246-850-005	\$488.08	\$488.08
128670	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
				<u>\$57,943.78</u>	
	11-General Fund			\$49,381.40	
	12-Postsecondary Technical Education Fund			\$5,282.02	
	16-Auxiliary Ent Fund			\$3,280.36	
	64-Deferred Maintenance			\$0.00	
	67-Capital Outlay			\$0.00	
				<u>\$57,943.78</u>	