

Labette Community College  
Board of Trustees *Revised* Meeting Agenda  
Thursday, May 5, 2022  
5:30 p.m.  
The Cardinal Event Center

- I. Adoption of *Revised* Agenda.....(Exhibit 1)
- II. Approval of April 14, 2022 Regular Meeting Minutes.....(Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Budget Assumptions
    - iii. Construction Report – Aaron Hight
  - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
  - A. Anthony Vaughn with Labette Health – Discussion.....
  - B. Review of Policy 2.05 – Drug, Alcohol & Controlled Substance.....(Exhibit 3)
  - C. Review of Policy 2.09 – Use of Tobacco, Nicotine & Vaping.....(Exhibit 4)
  - D. Review of Policy 2.10 – Alcohol Exemption.....(Exhibit 5)
  - E. Faculty Resignation.....
  - F. Executive Session for the purpose of negotiations to protect the interests of the individual(s) to be discussed.....

*I move we recess into executive session until \_\_\_\_\_(time) for the purpose of negotiations.*

- G. Approval of Bills.....(Exhibit 6)

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 time limits as deemed appropriate.

VII. Next Regular Board Meeting: Thursday, June 9, 2022, 5:30 p.m., Cardinal Event Center.

VIII. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
April 14, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, April 14, 2022 in the Cardinal Event Center

### **Members Present**

Mr. Rod Landrum – via phone  
Mr. Montie Taylor  
Mr. David Winchell  
Mr. Mike Howerter  
Mr. Carl Hoskins

### **Members Absent**

Ms. Laurie Lewis

### **Others Present**

Dr. Mark Watkins	Lindi Forbes	Bethany Kendrick	Karen Barger
Leanna Doherty	Tammy Fuentes	Janice Every	Haley Meier
Dr. Jason Sharp	Theresa Hundley	Aaron Hight	Kandi Midgett
Kevin Doherty	Kara Wheeler	Haley Farran	Fiona Bartelli
Ashley Horton	Kim Bartelli	Copenhagen Browning	

Heidi Flora recorded the minutes.

### **Adoption of Revised Agenda (ACTION ITEM)**

Acting-Chair Hoskins asked for changes or additions to the presented revised agenda. There were none. Trustee Howerter moved to approve the agenda as presented. Trustee Taylor seconded and the motion carried 5-0.

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

Acting-Chair Hoskins asked for corrections or additions to the March 10, 2022 regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Howerter seconded and the motion carried 5-0.

### **Reports and/or Board Discussion**

#### **Faculty Senate Report**

None

## EXHIBIT 2

### Student Government Report

Fiona Bartelli gave an informative student government update.

### Administrative Report

Comparison of Expenditures to the Budget – The March financial report was placed at the table. At the end of March, the budget is 75% through the year. The general fund is 64% expended and the technical education/vocational fund is 68% expended. Leanna Doherty invited questions from the Trustees.

### Construction Update

Aaron Hight with Crossland Construction gave a very positive report on the new construction project.

### Facility Update

Kevin Doherty gave a facility report regarding issues with the elevator in the Zetmeir Building. He also reported the new HVAC compressor has been installed.

### President's Report

#### New Employee Introduction

Dr. Watkins introduced Kandi Midgett, Part-time Assistant Volleyball Coach, to the Board.

#### PTK Report

Tammy Fuentes gave a report on the recent Phi Theta Kappa International Convention and introduced the attendees and award recipients.

#### Department Presentation

Karen Barger gave a very informative report on the Adult Basic Education/GED Program here at LCC.

#### COVID Report

Dr. Watkins gave an LCC COVID update.

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

None

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

##### Professional Staff Employment Letters

Trustee Winchell moved to approve the professional staff employment letters for Brandi Clark, Diagnostic Medical Sonography Navigator (DSM), beginning July 1, 2022, at a salary of \$35,568. The Board approved that the administration could refill the CTE Recruiter position. Also, Brady Vogel, Part-time Assistant Wrestling Coach, beginning April 1, 2022, at a 10-month salary of \$20,538. Trustee Howerter seconded the motion and the motion carried 5-0.

### Dental Assistant & Pre-BSN Program

Trustee Howerter moved to approve the discontinuation of the Dental Assistant and Pre-BSN programs. Trustee Winchell seconded the motion and the motion carried 5-0.

### Blue Light Emergency Poles

Trustee Winchell moved to approve the purchase and installation of Blue Light Emergency Poles at the estimated cost of \$81,790 from Maintenance of Effort funds. Trustee Taylor seconded the motion and the motion carried 4-1.

### Professional Staff Resignation

Trustee Howerter moved to approve the resignation of Melissa Nance, Admissions Advisor & Recruiter, effective April 29, 2022. The Board approved that the administration could refill the Admissions Advisor & Recruiter position. Trustee Taylor seconded the motion and the motion carried 5-0.

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

Trustee Taylor moved to recess into executive session for the purpose of discussing personnel matters of non-elected personnel. Trustee Winchell seconded the motion and the motion carried 5-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Reconvened into open session at 6:32 pm

### Approval of Bills

Trustee Landrum moved to approve the Claims Register. Trustee Taylor seconded the motion and motion carried 5-0.

### Executive Session for the purpose of negotiations to protect the interests of the individual(s) to be discussed.

Trustee Taylor moved to recess into executive session for negotiations. Trustee Winchell seconded the motion and the motion carried 5-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Trustee Taylor moved to request additional time for executive session. Trustee Winchell seconded the motion and the motion carried 5-0.

Reconvened into open session at 6:43 pm

### Public Comment

None

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

Acting-Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 5, 2022 at 5:30 p.m., in the Cardinal Event Center.

**Adjournment**

Trustee Taylor moved to adjourn the meeting at 6:45 pm. Trustee Howerter seconded the motion and the motion carried 5-0.

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Heidi Flora, Clerk of the Board

DRAFT

Agenda Item #: V.B.

Date: May 5, 2022

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for review:

Policy 2.05 – Drug, Alcohol & Controlled Substance

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 2.05 – Drug, Alcohol & Controlled Substance.

EXHIBIT 3

POLICY 2.05

~~Substance Abuse Policy~~

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The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226).

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Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

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Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

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Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

An employee who violates this policy shall be subject to appropriate disciplinary action as outlined in Policy and Procedure 2.16 Performance Improvement.

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Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;



EXHIBIT 3

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4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

Definition of Terms:

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1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.

2. "Alcoholic beverages" mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.

3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition.

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Adopted: 8/9/90  
Reviewed: 2/7/17

Agenda Item #: V.C.

Date: May 5, 2022

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for review:

Policy 2.09 – Use of Tobacco, Nicotine & Vaping

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 2.09 – Use of Tobacco, Nicotine & Vaping.

## POLICY 2.09

## USE OF TOBACCO/NICOTINE/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 is known to be harmful and 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.

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

Specifically:

1. Tobacco use in any form or vaping are prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco and vaping products are prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco and vaping products 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 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.~~

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, 1/9/20

Reviewed: 5/2/19, 1/9/20

Agenda Item #: V.D.

Date: May 5, 2022

SUBJECT

Review of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for review:

Policy 2.10 – Alcohol Exemption

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 2.10 – Alcohol Exemption.

EXHIBIT 5

POLICY 2.10

ALCOHOLIC BEVERAGES

Pursuant to K.S.A. 41-719, the Board of Trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said Board and which is not used for classroom instruction, in accordance with a written policy adopted by such Board. The Board of Trustees of Labette Community College hereby determines and declares the Cardinal Event Center should be and is now exempt from said statutory prohibition.

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of Labette Community College, to-wit:

1. Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.
2. No alcohol may be served or used on the campus of Labette Community College except in the Cardinal Event Center.
3. The request to serve alcohol at an event must be made in writing to the College President at least two weeks in advance. Alcohol may be served at select events in the Cardinal Event Center with written permission from President's Council.
4. The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from Labette Community College property immediately upon conclusion of the event.
5. All applicable ordinances of the City of Parsons shall be complied with.
6. In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.

A.

C.

Approved: 9/13/12  
Revised: 7/5/05, 12/12/19  
Reviewed: 7/5/05, 12/12/19

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Deleted: Definition of Terms:

¶  
1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.

¶  
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.

¶  
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition, because they are not directly controlled by the College.

¶  
B. General Regulations

¶  
1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.

¶  
2. As a general operational policy, alcohol may not be purchased with College funds.

¶  
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.

¶  
4. College employees and or students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned vehicle.

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Alcohol may be served at select events in the Cardinal Event Center with written permission from the College President.

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Agenda Item #: V.E.  
Date: May 5, 2022

SUBJECT

Faculty Resignation

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

Rocky Becker, Welding Instructor, has submitted his letter of resignation effective May 20, 2022.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignation of Rocky Becker, Welding Instructor.

Agenda Item #: V.G.

Date: May 5, 2022

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

Approval is recommended.