

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
September 14, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, September 14, 2017 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Montie Taylor  
Mrs. Sophia Zetmeir  
Mr. David Winchell  
Mr. Pat McReynolds  
Mr. Mike Howerter

**Trustees Absent**

Mr. Carl Hoskins

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Joe Burke  
Tammy Fuentez  
Kathy Johnston  
Kevin Doherty  
David Beach  
Bethany Kendrick  
Lindi Forbes

Robert Perez  
Ryan Seme  
Jim Zaleski  
Linseh Johnson  
Terri Leroy  
Sydnie Davis  
Colleen Williamson  
Rick Carpenter

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

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

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

Vice-Chair McReynolds asked for corrections or additions to the August 10, 2017 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

No report

**SGA Report**

Sydnie Davis, SGA Senator gave a short report,

**Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the August financial report at the table. At the end of August we were 17% through the year. The general fund was 17% expended and the

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technical education/vocational fund was 16% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty reported that the audit is scheduled for the first week of October.

Vice-President Doherty sent out weatherproofing information. Representatives from Greenbush and TrimCo will attend the October meeting for questions.

### President's Report

Dr. Watkins gave a short report.

Dr. Watkins presented the Board of Trustees with the 1<sup>st</sup> PTK Board of Trustees Hallmark Award.

Dr. Watkins presented Tammy Fuentez with a PTK Achievement Award.

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

#### City of Parsons Neighborhood Revitalization

Jim Zaleski was in attendance to answer questions. Mr. Taylor recused himself at 5:53pm due to conflict of interest.

Mr. Winchell moved to approve the City of Parsons Neighborhood Revitalization. Mr. Howerter seconded and motion carried 5-0.

#### Introduction of New Employees

President Watkins introduced Robert Perez, Sociology Instructor, Linseh Johnson, Workforce Education, Career Training Coordinator and Terri Leroy, Student Life Coordinator.

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

#### 2017 Annual Report

Joe Burke reviewed the Annual Report.

#### Welding Program/Course Approval

Mrs. Zetmeir moved to approve the course Accelerated Learning, 3 credit hours. Mr. Winchell seconded and motion carried 5-0.

Mr. Taylor moved to approve the course Introduction to Women's Studies, 3 credit hours. Mr. Winchell seconded and motion carried 4-1. Trustee Howerter voted against the motion.

Mrs. Zetmeir moved to approve the following:

#### Certificate/Associate of Applied Science in Welding

- Certificate A
- Certificate B
- Associate of Applied Science in Welding

#### Courses

- Oxy Acetylene and Safety, 3 credit hours
- Gas Tungsten Arc Welding, 3 credit hours
- Shielded Metal Arc, 3 credit hours
- Gas Tungsten Arc Welding, 3 credit hours
- Pipe Layout and Blueprint Reading, 2 credit hours

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- Advanced Gas Tungsten Arc Welding, 4 credit hours
- Advanced Gas Metal Arc Welding, 4 credit hours
- Advanced Shielded Metal Arc Welding, 4 credit hours
- Specialized Welding, 4 credit hours

Mr. Howerter seconded and motion carried 5-0.

### Human Services Degree/Courses for Review

Social and Human Services Assistant Program

- Associate of Applied Science Degree

### Courses

- Human Services Orientation, 3 credit hours
- Human Services Ethics, 3 credit hours
- Case Management in Human Services, 3 credit hours
- Interviewing and Intervention Skills, 3 credit hours
- Field Experience in Human Services I, 3 credit hours
- Community Resources & Issues in Human Services, 3 credit hours
- Social and Cultural Diversity and Inequality, 3 credit hours
- Intervention Models/Theories, 3 credit hours
- Assessment and Treatment Planning, 3 credit hours
- Human Services Administration, 3 credit hours
- Field Experience in Human Services II, 4 credit hours

### Policy Approval

Mr. Taylor moved to approve Policy 4.03 Financial Aid. Mr. Howerter seconded and motion carried 5-0.

Mr. Winchell moved to approve Policy 4.04 Scholarship and Assistance Goals and Mrs. Zetmeir seconded and motion carried 5-0.

Mrs. Zetmeir moved to approve Policy 7.05 Administrator and Professional Staff Agreement. Mr. McReynolds seconded after further discussion that motion died and Mr. Howerter moved to table this policy until October. Mr. Winchell seconded and motion carried 5-0.

### Policy Review

The board will review Policy 2.01 Non-Discrimination and 4.01 Enrollment Eligibility. We will ask for action to be taken at the October meeting.

### Program Review: Workforce Education/Career Training/Personal Enrichment

The Workforce Education/Career Training/Personal Enrichment Program Review was discussed. Ryan Seme was in attendance to answer any questions.

Trustee Howerter left the room at 7:03pm and returned at 7:07pm,

Mrs. Zetmeir moved to approve the Workforce Education/Career Training/Personal Enrichment Program Review. Mr. Winchell seconded and motion carried 5-0.

### Approval of Bills

Mrs. Zetmeir moved to approve the Claims Register. Mr. Winchell seconded and motion carried 5-0.

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### Public Comment

Bethany Kendrick commented on the success of the meet and greets with Dr. Watkins. She also informed the Trustees of the Hughes Building Dedication to be held on Monday, October 2<sup>nd</sup> at 2pm.

Trustee McReynolds and Lindi Forbes commented on the success of the Cardinal Villas move-in day.

Trustee McReynolds informed the Trustees about the donation of a nine foot sculpture piece designed by his grandson, and received the annual Latzer Award. Parsons High School will re-create the piece and it will be donated to LCC.

### Executive Session

Executive Session to have preliminary discussions about the acquisition of real property.

Mrs. Zetmeir moved to recess into executive session at 7:15pm (time) for 20 minutes to have preliminary discussions about the acquisition of real property. Inviting in Dr. Mark Watkins, Leanna Doherty, Tammy Fuentez, Lindi Forbes, and Joe Burke.

The Board will return to open meeting at 7:35pm in this room. Mr. Winchell seconded and motion carried 5-0.

The executive session is required to protect the public interest in obtaining the property at a fair price.

Reconvened into open session at 7:35pm.

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

Vice-Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for October 12, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mr. Winchell moved to adjourn the meeting at 7:35pm. Mr. Taylor seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board