

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
August 11, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, August 11, 2016 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Montie Taylor  
Mrs. Sophia Zetmeir  
Mr. David Winchell  
Mr. Carl Hoskins  
Mr. Pat McReynolds

**Trustees Absent**

Mr. Mike Howerter

**Others Present**

Dr. George Knox  
Leanna Doherty  
Joe Burke  
Bethany Kendrick  
Tammy Fuentez  
Lindi Forbes  
Janice Every

Kathy Johnston  
Colleen Williamson  
Sue Brouk  
Jack Burke  
Mark Watkins  
Bob Brandenburg  
Kevin Doherty

Megan Fugate recorded the minutes.

**Public Hearing**

At 5:30 pm, Chair Hoskins opened the public hearing for the 2016-2017 Community College budget. There was no increase to the mill levy for the last 13 years. Mr. Brandenburg asked about the computer rotation. At 5:32pm, Chair Hoskins closed the public hearing.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the agenda. President Knox 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)**

Chair Hoskins asked for corrections or additions to the July 14, 2016 regular meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 5-0.

**Executive Session**

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individuals to be discussed.

Mrs. Zetmeir moved to recess into executive session at 5:35pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel. Inviting in Dr. George Knox.

## EXHIBIT 3

The Board will return to open meeting at 5:45pm in this room. Mr. Taylor seconded and motion carried 5-0.

The executive session is required to protect the privacy interests of the individuals to be discussed.

Mrs. Zetmeir, with regret, moved to accept the letter of retirement from Dr. George Knox, effective July 1, 2017 and release him without penalty from his contract. Mr. Taylor seconded and motion carried 5-0.

Mrs. Zetmeir moved to approve Janice Every putting together a search committee for the replacement of Dr. Knox. Mr. McReynolds seconded and motion carried 5-0.

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

#### Bluffstone Report

Dr. Knox reported that they are on track for the August 31<sup>st</sup> closing date.

#### Faculty Senate Report

Jack Burke said thank you for negotiations.

#### Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the July financial report at the table. At the end of July we were 8% through the year. The general fund was 7% expended and the technical education/vocational fund was 8% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

#### President's Report

Dr. Knox gave a short report.

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

#### Adoption of 2016-2017 Budget

Mr. McReynolds moved to approve the adoption of the 2016-2017 Budget. Mrs. Zetmeir seconded and motion carried 5-0.

#### BOT Regular Meeting Dates and Times

After a short discussion, Mr. McReynolds moved to approve the regular meeting scheduled for the second Thursday of the month at 5:30pm. Mrs. Zetmeir seconded and motion carried 5-0.

#### Discontinuance of Degree/Certificate

Mr. Taylor moved to approve the discontinuance of the Child Care and Support Services Management AAS degree and Child Care certificate. Mrs. Zetmeir seconded and motion carried 5-0.

#### Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 5:55pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

## EXHIBIT 3

The Board will return to open meeting at 6:00pm in this room. Mr. McReynolds seconded and motion carried 5-0.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

### Executive Session

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individuals to be discussed.

Mrs. Zetmeir moved to recess into executive session at 6:05pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:15pm in this room. Mr. Winchell seconded and motion carried 5-0.

The executive session is required to protect the privacy interests of the individuals to be discussed.

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individuals to be discussed.

Mrs. Zetmeir moved to recess into executive session at 6:15pm (time) for 5 minutes for the purpose of discussing personnel matters of nonelected personnel. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:20pm in this room. Mr. McReynolds seconded and motion carried 5-0.

The executive session is required to protect the privacy interests of the individuals to be discussed.

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

#### Master Agreement Contract Ratification

Mr. Taylor moved to approve the Master Agreement for the 2016-2017 school year. Mrs. Zetmeir seconded and motion carried 5-0.

#### Administration, Professional Staff Salary Increases

Mr. McReynolds moved to approve a 1.5% salary increase for administration and professional staff. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. McReynolds moved to approve the increase for Rhonda Baker, Financial Aid Director, to move her to the base of the support director classification. Ms. Baker's new salary will be \$37,555 which includes the 1.5% increase. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. McReynolds moved to approve the increase for Michelle Dayton, Talent Search Academic Advisor, in accordance with procedure 10.03 Classification Appeal/Review. Ms. Dayton's new salary will be \$38,092 which includes the 1.5% salary increase. Mrs. Zetmeir seconded and motion carried 5-0.

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Mr. McReynolds moved to approve the increase for Bethany Kendrick, Public Relations Director, to move her to the base of the executive level classification. Ms. Kendrick's new salary will be \$43,647 which includes the 1.5% increase. Mr. Winchell seconded and motion carried 5-0.

Mr. McReynolds moved to approve the increase for Kylie Lucas, Admissions Coordinator, to move her from the coordinator classification to the director classification in accordance with procedure 10.030 Administrative Classification Appeal/Review. Ms. Lucas' new salary will be \$38,570 which includes the 1.5% increase. Mr. Winchell seconded and motion carried 5-0.

Mr. McReynolds moved to approve the increase for Nancy Newby, Extension and Concurrent Coordinator, in accordance with procedure 10.03 Classification Appeal/Review. Ms. Newby's new salary will be \$33,800 which includes the 1.5% salary increase. Mr. Winchell seconded and motion carried 5-0.

Mr. McReynolds moved to approve the increase for Megan Fugate, Executive Assistant to the President, to compensate her for the VP of Academic Affairs additional support duties and bookstore duties added to her position description. Ms. Fugate's new salary will be \$31,542 which includes the 1.5% increase. Mr. Winchell seconded and motion carried 5-0.

Mr. McReynolds moved to approve a 2% increase for Dr. Knox for the next fiscal year. Mrs. Zetmeir seconded and after a short discussion the motion did not pass at 3-2 with Mr. Taylor and Mr. Winchell voting against.

Mr. Taylor moved to approve a 1.5% increase for Dr. Knox for the next fiscal year. Mr. Winchell seconded and motion carried 4-1 with Mr. McReynolds voting against.

### Educational Support Staff Salary Increases

Mrs. Zetmeir moved to approve a 1.5% salary increase for educational support staff. Mr. Taylor seconded and motion carried 5-0.

### Professional Staff Employment Letter

Mr. McReynolds moved to approve the Professional Staff Employment Letter for Donald (Trey) Osborne, Assistant Women's Basketball Coach, at a salary of \$19,560 for 42 weeks, beginning August 1, 2016. Mrs. Zetmeir seconded and motion carried 5-0.

### Public Comment

Kevin Doherty gave a brief update on the Cherokee Center Roof.

Mr. Taylor received information from Bob Brandenburg regarding the start of the nursing program.

Tammy Fuentez reported that Sidney Pemberton is completing a video for Association of Community College Trustees.

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

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for September 8, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

Mr. Winchell moved to adjourn the meeting at 6:36pm. Mr. McReynolds seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board

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