

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
January 21, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, January 21, 2016 in the Conference Room, Student Support Services Building.

**Members Present**

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

**Others Present**

Dr. George Knox	Susan Brouk
Leanna Doherty	Kathy Johnston
Joe Burke	Janice Every
Lindi Forbes	Jimmie Wilson
Tammy Fuentez	Lauren Falohun
Mark Watkins	Neil Phillips
Colleen Williamson	Colleen Williamson

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair Hoskins asked for changes or additions to the agenda. President Knox had one change, introduction of new employees after Item II. Mr. Winchell moved to approve the agenda as revised. Mrs. Zetmeir seconded and motion carried 6-0.

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

Chair Hoskins asked for corrections or additions to the December 10, 2015 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

President Knox introduced Lauren Falohun, Assistant Women's Basketball Coach and Dr. Jimmie Wilson, Physical Therapy Assistant Director.

**Reports and/or Board Discussion**

**Bluffstone Update**

Bluffstone is still moving forward on the financing.

**Faculty Senate Report**

Jack Burke had no report

**SGA Report**

The SGA report was at their place.

## EXHIBIT 3

### Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the December financial report at the table. At the end of December we were 50% of the way through the year, the general fund was 48% expended and the technical education/vocational fund was 45% expended.

She invited questions from the Trustees and welcomed phone calls at a later date.

Neil Phillips of Jarred, Gilmore, & Phillips was in attendance to review the audit. It was an unqualified opinion with no findings.

Mr. Phillips stated that LCC had a clean report with no issues.

### President's Report

Dr. Knox gave a short report.

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

None

### **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 6:10pm (time) for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:25pm in this room. Mr. McReynolds seconded and motion carried 6-0.

The executive session is required to protect the privacy interests of the individual(s) 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 6:26pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:36pm in this room. Mr. Winchell seconded and motion carried 6-0.

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

Mr. Taylor moved to approve the retirement of Brooke Saathoff, waive the \$1000 liquidated damage amount and fill the position; Mr. Howerter seconded. A vote called by a show of hands, Mr. Taylor and Mr. Howerter voted for the motion; Mr. McReynolds, Mr. Hoskins, Mrs. Zetmeir and Mr. Winchell voted against. Motion failed 2-4.

## EXHIBIT 3

Mr. McReynolds moved to approve the retirement of Brook Saathoff, enforce the \$1000 liquidated damage amount and fill the position; Mrs. Zetmeir seconded. A vote called by a show of hands, Mrs. Zetmeir, Mr. McReynolds, Mr. Hoskins and Mr. Winchell voted in favor of the motion; Mr. Taylor and Mr. Howerter voted against. Motion carried 4-2.

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

#### Review of Board Policy

Presented Policy 3.08 Library Internet Usage, Policy 3.09 Library Copyright and Policy 3.10 Library Challenged Materials for review. We will request approval at the February meeting.

#### New Program/Course Approval

Mrs. Zetmeir moved to approve the following:

- Criminal Procedures I to Criminal Procedures, 3 credit hours
- Office Training II to Office Internship II, 3 credit hours
- Office Applications-Medical to Medical Office Applications, 4 credit hours
- Vascular Sonography Procedures to Vascular Sonography II, 4 credit hours

Mr. Taylor seconded and motion carried 6-0.

Mr. McReynolds moved to approve the following:

- Drugs in Society, 3 credit hours
- Police Supervision and Management, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the following:

- Reading and Writing Essentials, 3 credit hours
- Pre-College Reading and Writing, 3 credit hours

Mr. Winchell seconded and motion carried 6-0.

Mr. Winchell moved to approve the following:

- Introduction to Social Work, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mr. Winchell moved to approve the following changes:

- Business Administration Program and Accounting Program

Mrs. Zetmeir seconded and motion carried 6-0.

## EXHIBIT 3

Mrs. Zetmeir moved to approve the following:

- Sonography Sectional Anatomy and Abdominal Pathology I, 4 credit hours
- Introduction to OB/GYN Sonography, 3 credit hours
- OB/GYN Sonography Procedures, 3 credit hours

Mr. Winchell seconded and motion carried 6-0.

Mr. Taylor moved to approve the following:

- Business English, 3 credit hours
- Administrative Assistant AAS
- Medical Assistant AAS
- Office Applications-Administrative Assistant, 3 credit hours
- Coordinated Office Training I, 3 credit hours
- Office Applications-Legal, 3 credit hours

Mr. McReynolds seconded and motion carried 6-0.

Mr. McReynolds moved to approve the following:

- Introduction to Vascular Sonography, 2 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

Mr. Winchell moved to approve the following program:

- Office Technology Programs

Mr. Taylor seconded and motion carried 6-0.

Mr. Howerter moved approve the following:

- Criminal Justice Program
- Ethics in Criminal Justice, 3 credit hours

Mrs. Zetmeir seconded and motion carried 6-0.

### Approval of Bills

Trustee Howerter voiced concerns regarding the travel expenses of an employee attending a professional conference. After further discussion, Mrs. Zetmeir moved to approve the Claims Register. Mr. McReynolds seconded and motion carried 5-1. Mr. Howerter opposed.

## EXHIBIT 3

### Public Comment

Joe Burke announced the screening of "In Football We Trust" to be held on Tuesday at 6:30pm in Theibaud Theater. Shaun Hill from the Minnesota Vikings and Kendall Gammon, former player for the Kansas City Chiefs and Pittsburg Steelers will be there.

### Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 7:22pm (time) for 5 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 7:27pm in this room. Mr. Taylor seconded and motion carried 6-0.

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

The Board reconvened at 7:28pm taking no action.

### **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 February 18, 2016 at 5:30 p.m., Conference Room, Student Support Services Building.

### **Adjournment**

Mrs. Zetmeir moved to adjourn the meeting at 7:30pm. Mr. Taylor seconded and motion carried 6-0.

---

Megan Fugate, Clerk of the Board