

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 14, 2016

The Board of Trustees met at 5:30 p.m. on Thursday, July 14, 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

Aaron Keal  
Kelly Young  
Brian Veditz  
Debbie Lamb  
Sue Brouk  
Pat Sherman  
Kevin McKee  
Tammy Kimrey

Megan Fugate recorded the minutes.

**Election of Officers for the Board of Trustees**

Vice-Chair McReynolds opened the floor for Board Chair nominations. Mr. Taylor nominated Carl Hoskins for chairperson. Mrs. Zetmeir seconded. Nominations ended and motion carried 5-0.

For Vice-Chair, Mrs. Zetmeir nominated Pat McReynolds and Mr. Taylor seconded. Nominations ended and motion carried 5-0.

Mrs. Zetmeir moved to approve Megan Fugate as Clerk of the Board, Mr. McReynolds seconded and motion carried 5-0.

Mr. McReynolds moved to approve Leanna Doherty as Treasurer. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. McReynolds moved to approve David Markham and KASB as the legal services provider for the year. Mrs. Zetmeir seconded and motion carried 5-0.

Chair Hoskins appointed Pat McReynolds, KACCT (Kansas Association of Community Colleges) and Dave Winchell as alternate.

Chair Hoskins appointed the Parsons Sun as the paper of record.

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Mrs. Zetmeir moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan as presented.
- The Sexual Harassment Plan as presented.
- Megan Hentzen, Payroll Specialist, ADA Coordinator
- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer.
- Kevin Doherty, Emergency Services Contact.
- Dr. George Knox, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

Mr. Taylor seconded and motion carried 5-0.

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

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

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

Chair Hoskins asked for corrections or additions to the June 9, 2016 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 5-0.

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

#### *Bluffstone Report*

Kelly Young, Kevin McKee, and Pat Sherman were in attendance. Kelly gave a brief report of where the project stands at this point. Kevin McKee reported that the financing was almost complete. Mr. Taylor moved to extend the agreement with Bluffstone to August 31, 2016. Mrs. Zetmeir seconded and motion carried 5-0.

#### *Faculty Senate Report*

No report

#### *Administrative Report*

*Comparison of expenditures to the budget* – Leanna Doherty had placed the June financial report at the table. At the end of June we were through the year. The general fund was 97% expended and the technical education/vocational fund was 89% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice President Doherty gave an update on the athletic insurance. Mrs. Zetmeir moved to approve the athletic insurance with Bolinger Insurance. Mr. McReynolds seconded and motion carried 5-0.

Vice-President Doherty reported that the audit is scheduled for the week of September 19, 2016.

#### *President's Report*

Dr. Knox had no report.

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

None

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

#### BOT Regular Meeting Dates and Times

After a short discussion, Mrs. Zetmeir moved to approve the regular meeting scheduled for August 11, 2016. Other dates will be reviewed at the August meeting. Mr. Taylor seconded and motion carried 5-0.

#### Program Review: Diagnostic Medical Sonography Program

The Diagnostic Medical Sonography Program Review was discussed. Brian Vediz and Tammy Kimrey were in attendance to answer any questions. Mrs. Zetmeir moved to approve the Diagnostic Medical Sonography Program Review. Mr. Winchell seconded and motion carried 5-0.

#### Professional Staff Retirement

Mr. Winchell moved to approve the release of contract for Ricardo Mitchell, Student Support Services Academic Advisor, effective July 28, 2016 and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 5-0.

#### Discontinuance of Degree/Certificate

The Board reviewed the discontinuance of the Child Care and Support Services Management AAS degree and Child Care certificate. Action will be taken in August.

#### Approval of Bills

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

#### Faculty Resignation

Mr. Winchell moved to approve the resignation of Hali Schultheiss, Nurse Educator, release her from her contract, waive the liquidated damages, and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 5-0.

Mr. Winchell moved to approve a faculty contract for Hali Schultheiss, Nurse Educator, for the Fall 2016 semester. Mrs. Zetmeir seconded and motion carried 5-0.

#### Public Comment

Mr. Taylor reported hearing positive press about Labette Community College at a public location in town.

Mr. McReynolds commented that he was impressed by the Labette Health nurses that attended our nursing program.

#### Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 6:27pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:33pm in this room. Mr. McReynolds seconded and motion carried 5-0.

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

Mrs. Zetmeir moved to recess into executive session at 6:34pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. George Knox, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:39pm in this room. Mr. McReynolds seconded and motion carried 5-0.

The Board reconvened at 6:39pm 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 August 11, 2016 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mrs. Zetmeir moved to adjourn the meeting at 6:40pm. Mr. McReynolds seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board