

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 20, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, July 20, 2017 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  
Mr. Mike Howerter

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Joe Burke  
Bethany Kendrick  
Janice Every  
Kathy Johnston

Kevin Doherty  
Colleen Williamson  
Patricia Moura  
Alex Coplon  
Tyler Hatcher  
Rick Carpenter

Megan Fugate recorded the minutes.

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

Mrs. Zetmeir moved to approve the following:

- Megan Fugate as Clerk of the Board
- Leanna Doherty as Treasurer
- David Markham and KASB as the legal services provider for the year
- Pat McReynolds, KACCT (Kansas Association of Community Colleges) and Dave Winchell as alternate.
- Parsons Sun as the paper of record.

Mr. McReynolds seconded and motion carried 6-0.

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. Mark Watkins, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

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Mr. Winchell seconded and motion carried 6-0.

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

Chair Hoskins asked for changes or additions to the agenda. President Watkins had no changes. Mrs. Zetmeir moved to approve the agenda as presented. Mr. Taylor seconded and motion carried 6-0.

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

Chair Hoskins asked for corrections or additions to the June 15, 2017 regular meeting minutes, Mr. Taylor moved to approve the minutes as presented. Mr. Howerter seconded and motion carried 6-0.

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

#### **Bluffstone Report**

A handout was handed out to the Trustees.

#### **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 92% expended and the technical education/vocational fund was 97% 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. We will renew the athletic insurance with Bollinger Insurance, Wood-Dulohery.

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

#### **President's Report**

Dr. Watkins gave a short report.

#### **Introduction of New Employees**

President Watkins introduced Alex Coplon, Baseball Coach, Tyler Hatcher, Assistant Baseball Coach and Patricia Moura, Assistant Volleyball Coach.

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

None

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

Mrs. Zetmeir moved we recess into executive session at \_\_\_5:48pm\_\_\_(time)for \_\_\_15\_\_\_minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_6:03pm\_\_\_ in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke and Janice Every.

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

Mr. Taylor seconded and motion carried 6-0

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Reconvened into to open session at 6:03.

Mrs. Zetmeir moved to accept the resignation of Susan Brouk, Career Technical Education Director, effective June 30, 2017 and the settlement agreement set forth. Mr. Taylor seconded and motion carried 6-0.

### **Executive Session**

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

Mrs. Zetmeir moved to recess into executive session at 6:04pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations. Inviting in Dr. Mark Watkins, Leanna Doherty, Janice Every, and Joe Burke.

The Board will return to open meeting at 6:09pm 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.

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

#### **Master Agreement Contract Ratification**

Mr. McReynolds moved to approve the Master Agreement for the 2017-2018 school year. Mrs. Zetmeir seconded and motion carried 6-0.

#### **Administration, Professional Staff Salary Increases**

Mr. Winchell moved to approve a 2.25% salary increase for administration and professional staff. Mrs. Zetmeir seconded and motion carried 6-0.

#### **Educational Support Staff Salary Increases**

Mr. McReynolds moved to approve a 2.25% salary increase for educational support staff. Mr. Taylor seconded and motion carried 6-0.

#### **BOT Regular Meeting Dates and Times**

Mr. Taylor moved to approve the regular meeting scheduled for the second Thursday of the month at 5:30pm through January 2018. Mrs. Zetmeir seconded and motion carried 6-0.

#### **Professional Staff Employment Letter**

Mrs. Zetmeir moved to approve the Professional Staff Employment letter for Elizabeth Robinson, Student Support Services Academic Coordinator, at a salary of \$35,000 beginning July 24, 2017. Mr. Taylor seconded and motion carried 6-0.

Mrs. Zetmeir moved to approve the Professional Staff Employment Letter for Jason Hinson, Assistant Men's Basketball Coach, at a salary of \$19,560 for 42 weeks, beginning August 1, 2017. Mr. McReynolds seconded and motion carried 6-0.

Mr. McReynolds moved to approve the Professional Staff Employment Letter for Laura Vance, Assistant Softball Coach, at a salary of \$19,560 for 42 weeks, beginning August 1, 2017. Mr. Taylor seconded and motion carried.

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### Faculty Resignation

Mr. Taylor moved to approve the resignation of Crystal Garcia, Nurse Educator, release her from her contract, enforce the liquidated damage amount of \$400, and authorize administration to begin a search for a replacement. Mrs. Zetmeir seconded and motion carried 6-0.

### Policy Review

The board will review Policy 4.05 Residency and Policy 4.08 Student Code of Conduct. We will ask for action to be taken at the August meeting.

### Policy Approval

Mr. Winchell moved to approve policy 7.01 Administrators and Professional Staff: Conditions of Employment and Policy 8.01 Educational Support Staff: Conditions of Employment. Mrs. Zetmeir seconded and motion carried 6-0.

### Faculty Contract Ratification

Mr. Taylor moved to approve the faculty contract for Robert Perez, Sociology Instructor beginning on August 14, 2017 at Master's Set 14, \$44,340. Mrs. Zetmeir seconded and motion carried 6-0.

### Approval of Bills

Mr. Taylor moved to approve the Claims Register. Mr. Winchell seconded and motion carried 6-0.

### Public Comment

Mr. Taylor commented that he has heard residents saying Dr. Watkins is doing a great job.

Mr. Howerter suggested having faculty be a part of advertising.

Mr. McReynolds wanted to let everyone know that the move in date for the Cardinal Villas is August 19<sup>th</sup>.

### **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 10, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

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

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Megan Fugate, Clerk of the Board