

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 12, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, July 12, 2018 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Montie Taylor  
Mr. Rod Landrum  
Mr. David Winchell  
Mr. Carl Hoskins  
Mr. Pat McReynolds  
Mr. Mike Howerter

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Joe Burke  
Janice Every

Jason Sharp  
Lindi Forbes  
Tammy Fuentez

Megan Fugate recorded the minutes.

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

Vice-Chair Winchell opened the floor for Board Chair nominations. Mr. Landrum nominated Pat McReynolds for chairperson. Mr. Hoskins seconded. Nominations ended and motion carried 6-0.

For Vice-Chair, Mr. Taylor nominated David Winchell and Mr. Landrum seconded. Nominations ended and motion carried 6-0.

Mr. McReynolds moved to approve Carl Hoskins, KACCT (Kansas Association of Community Colleges), Mr. Howerter seconded and motion carried 6-0. Mr. Winchell moved to approve Rod Landrum as alternate, Mr. Taylor seconded and motion carried 6-0.

Mr. Howerter 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
- Parsons Sun as the paper of record.

Mr. Hoskins seconded and motion carried 6-0.

Mr. Winchell 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

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- 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.
- Title IX Coordinator, Tammy Fuentez

Mr. Winchell seconded and motion carried 6-0.

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

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

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

Chair McReynolds asked for corrections or additions to the June 14, 2018 regular meeting minutes, Mr. Winchell moved to approve the minutes with two amendments. Mr. Landrum seconded and motion carried 6-0.

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

Chair McReynolds asked for corrections or additions to the June 19, 2018 special meeting minutes. Mr. Hoskins moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 6-0.

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

#### **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 111% 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. Mr. Taylor moved to approve renewing the athletic insurance with Bollinger Insurance, Wood-Dulohery, in the amount of \$79,829, with no increase. Mr. Hoskins seconded and motion carried 6-0.

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

Dr. Watkins introduced Jason Sharp, Dean of Instruction.

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

None

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

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

Mr. Taylor moved to approve the Master Agreement for the 2018-2019 school year. Mr. Hoskins seconded and motion carried 6-0.

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### Administration, Professional Staff, Educational Support Staff Salary Increases

Mr. Landrum moved to approve the following:

- Issuance of administration and professional staff contracts for the 2018-2019 fiscal year according to the current terms and provisions of such contracts. Such contracts include a 2.8% salary increase.
- A 2.8% salary increase for educational support staff for the fiscal year 2018-2019.
- A \$5 increase to the 403(b) monthly matching contribution to begin in September for administration, professional staff and educational support staff.

Mr. Hoskins seconded and motion carried 6-0.

### 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. Mr. Landrum seconded and motion carried 6-0.

### BOT Regular Meeting Dates and Times

Mr. Hoskins moved to approve the regular meeting scheduled for the second Thursday of the month at 5:30pm through July 2019. Mr. Winchell 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.

### Professional Staff Employment Letter

Mr. Taylor moved to approve the Professional Staff Employment letter for Marcie Ryan, Case Manager Advisor, at a salary of \$40,000 beginning July 16, 2018 and the Professional Staff Employment Letter for Tiffany Poyner, Assistant Women's Volleyball Coach, at a salary of \$18,000, beginning July 23, 2018. Mr. Howerter seconded and motion carried 6-0.

### Public Comment

Tammy Fuentes announced that PTK would be celebrity servers at Shredders on Wednesday, July 18<sup>th</sup> from 5pm-8pm.

Chair McReynolds announced the Workforce Awards Night is August 7<sup>th</sup>.

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

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 9, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mr. Howerter moved to adjourn the meeting at 6:05pm. Mr. Landrum seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board