

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
July 14, 2022

The Board of Trustees met at 5:35 p.m. on Thursday, July 14, 2022, in the Cardinal Event Center.

**Members Present**

Mr. Rod Landrum by telephone  
Mr. Montie Taylor  
Mr. David Winchell  
Mr. Carl Hoskins  
Mr. Mike Howerter  
Ms. Becky Dantic

**Others Present**

|                  |                  |                 |
|------------------|------------------|-----------------|
| Dr. Mark Watkins | Colin Coronado   | Cole Proehl     |
| Leanna Doherty   | Hannah Baker     | Brenna Shepard  |
| Dr. Jason Sharp  | Aaron Hight      | Theresa Hundley |
| Tammy Fuentes    | Jody Burzinski   |                 |
| Kevin Doherty    | Colleen Surridge |                 |

Janice Every recorded the minutes.

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

Vice Chair Hoskins asked for changes or additions to the presented revised agenda. Dr. Watkins asked to add Agenda item V.j. Office Furniture Purchase. Trustee Landrum moved to approve the revised agenda as presented adding Dr. Watkins' request to add Agenda item V.j. Trustee Winchell seconded and the motion carried 6-0.

**Approval of June 7, 2022, Regular Meeting Minutes (ACTION ITEM)**

Trustee Hoskins asked for corrections or additions to the June 7, 2022, regular meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

**Approval of July 5, 2022, Special Meeting Minutes (ACTION ITEM)**

Trustee Hoskins asked for corrections or additions to the July 5, 2022, special meeting minutes. There were none. Trustee Taylor moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

### Administrative Reports

*Comparison of Expenditures to the Budget* – The June financial report was placed on the tables. At the end of June, the budget was 100% through the year. The general fund was 89% expended and the postsecondary technical education fund was 92% expended. Leanna Doherty invited questions from the Trustees and welcomed phone calls at a later date.

*New Parking Lot* – Kevin Doherty informed Board members that the City of Parsons parking lot, as discussed at last month’s meeting, to park LCC’s vehicles would cost \$25,951 for the six foot fence from Four State Fence Company and \$2,000 for cameras. Trustee Winchell moved to approve the purchases and Trustee Landrum seconded. Motion carried 6-0

*Construction Update* - Aaron Hight with Crossland Construction gave a report on the progress of the Gymnasium addition. The interior punch list has been completed with minor items to repair. The exterior list will be done in the next two weeks. The protected fence should be removed soon.

*Athletic Insurance Renewal* – Leanna Doherty informed Board members that the athletic insurance would increase \$340 this next year due to adding Cheerleading. The total cost is 75,998. Trustee Taylor moved to approve and Trustee Winchell seconded. Motion carried 6-0.

### Presidents Report

Dr. Watkins introduced two new employees – Hannah Baker, Accounts Payable Coordinator and Colin Coronado, Admissions Recruiter.

*Efficiency Study* – Dr. Watkins asked Board members to guide him on the efficiency study that had been discussed at previous meetings. After discussion, Dr. Watkins said he would schedule a presenter for the next meeting.

*Information Technology Department Presentation* – Jody Burzinski, Information Technology Director, passed a handout to the Trustees with information on the department and reported on her staff and what they do for the College. She then invited questions from the Trustees.

Dr Watkins reported that the College COVID numbers were at zero isolations and zero quarantines for both students and staff.

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

#### Executive Session for Matters of Non-Elected Personnel

Trustee Winchell moved to recess into executive session at 6:29 p.m. for 10 minutes for the purpose of non-elected personnel to protect the interests of the individual(s) to be discussed. Invited to the session was Dr. Mark Watkins.

Trustee Dantic seconded and the motion carried 6-0.  
The Board reconvened into open session at 6:39 p.m.

### Executive Session for the Purpose of Discussing Employer-Employee Negotiations

Trustee Winchell moved to recess into executive session at 6:42 p.m. for five minutes for the purpose of discussing employer-employee negotiations to protect the public interest in negotiating a fair and equitable contract. Dr. Watkins, Dr. Jason Sharp, Leanna Doherty, and Janice Every, were invited into the session.

Trustee Taylor seconded and the motion carried 6-0.  
The Board reconvened into open session at 6:47 p.m.

### Master Agreement Contract Ratification

Trustee Winchell moved to approve the changes as shown in Exhibit 4 to the Master Agreement for the 2022-2023 year. Trustee Landrum seconded and the motion carried 6-0.

### Administration, Professional Staff, Educational Support Staff Salary Increases and \$5 increase to the 403 (b) match

Trustee Taylor moved to approve a 7% salary increase for administration, exempting Dr. Watkins, for professional staff and educational support staff beginning July 2022. The motion also included a \$5 increase to the 403(b) monthly matching contribution to begin in August for administration, professional staff, and educational support staff. Trustee Howerter seconded and the motion carried 6-0.

### Professional Staff Resignation

Trustee Taylor moved to approve the August 4, 2022, resignation and the search for a replacement for Kylie Lucas, Director of Admissions. Trustee Hoskins seconded and the motion carried 6-0.

### Professional Staff Employment Letters

Trustee Howerter moved to approve professional staff employment letters for Teri Pearce, Accounts Receivable Specialist, beginning July 18, 2022, at a salary of \$30,250; and Darcie Martinez-Wall, Financial Aid Specialist, also beginning July 18, 2022, at a salary of \$30,500. Trustee Dantic seconded and the motion carried 6-0.

### Acquisition of Real Property

Trustee Howerter moved to approve the transfer of the 1401 Main Street property (Ted Hill Building) from the Labette Community College Foundation to the College. Trustee Landrum seconded and the motion carried 6-0.

### Approval of Bills

Trustee Howerter moved to approve the Claims Register. Trustee Taylor seconded and the motion carried 6 - 0.

### New Faculty Position Approval

Dr. Watkins asked the Board members to look at Exhibit 9. Dr. Sharp stated that at this time we did not have any qualified applicants for the Welding Program Director position. He said we did have two applicants that would possibly qualify as welding instructors. With enrollment in mind, he asked to put the director position on hold and approve a new welding instructor position. Trustee Landrum moved to approve the new position and Trustee Hoskins seconded. Motion carried 6-0.

### Office Furniture Purchase

Leanna advised the Board that she discovered office furniture for the new Gymnasium building would cost \$31,691.56. Dr. Watkins asked the Board members how they would like to handle a purchase. Trustee Howerter moved to advertise in the local newspapers for bids, two times. Trustee Winchell seconded and the motion carried 6-0. There was discussion of scheduling a special board meeting in two weeks to review the bids.

### Public Comment

- Trustee Taylor welcomed Trustee Dantic to the Board.
- Trustee Winchell thank LCC Food Service for the food and all the staff that worked on budget preparations.
- Trustee Landrum thanked Leanna and Jason for their work on negotiations. He welcomed Trustee Dantic. He also thanked all LCC staff for the jobs they do.

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

Trustee Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for August 11, 2022, at 5:30 p.m., in the Cardinal Event Center.

### Adjournment

Trustee Howerter moved to adjourn the meeting at 7:10 pm. Trustee Winchell seconded and the motion carried 6-0.

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Janice Every, Acting Clerk of the Board