

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

March 9, 2017

5:30 p.m.

Conference Room

Review Copy

EXHIBIT 1

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, March 9, 2017, 5:30 p.m.
Conference Room #1, Student Support Services Building**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of February 9, 2017, Regular Meeting Minutes.....(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Student Housing/Bluffstone Update
 - B. Faculty Senate Report
 - C. Student Government Association Report
 - D. Administrative Report
 - i. Budget Process and Basic Assumptions for 2017-2018 Budget
 - ii. Comparison of Expenditures to Budget
 - E. President's Report
- IV. PTK
- V. PBL
- VI. Old Business (Action, Report, or Discussion)
 - A. Tuition and Fees Approval for 2017-2018.....(Agenda Item VI.A.)
(Exhibit 3)
- VII. New Business (Action, Report, or Discussion)
 - A. Board of Trustees Meeting Date Change.....(Agenda Item VII.A.)
 - B. Social Science Program Review(Agenda Item VII.B.)
(Exhibit 4)
 - C. Policy Review(Agenda Item VII.C.)
(Exhibit 5)
 - D. Approval of Bills.....(Agenda Item VII.D.)
(Exhibit 6)
- I. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to the public comment with the following statement: **"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under**

EXHIBIT 1

advisement for possible future action.” The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

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

I move we recess into executive session at _____(time)for
_____minutes for the purpose of discussing employer-
employee negotiations.

The Board will return to open meeting at _____ in this
room.

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

- VIII. Next Regular Board Meeting: Thursday, April 13, 2017, 5:30 p.m., Conference Room, and Tentative Agenda Items

- IX. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
February 9, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, February 9, 2017 in the Conference Room, Student Success Center Building.

Members Present

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

Others Present

Dr. George Knox
Leanna Doherty
Janice Every
Lindi Forbes
Bethany Kendrick
Tammy Fuentez
Sue Brouk
April Walker
Jack Burke
Kathy Johnston
Mark Watkins

Joe Burke
Coleen Williamson
Melissa Kipp
David Beach
Kelly Young
Michelle Goss
April Walker
Debbie Lamb
Jim Zaleski
Brielle Ware

Megan Fugate recorded the minutes.

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 agenda as presented. Mr. McReynolds seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the January 12, 2017 regular meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the January 31, 2017 special meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mrs. Zetmeir seconded and motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the February 3, 2017 special meeting minutes, Mrs. Zetmeir moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 6-0.

Reports and/or Board Discussion

Cardinal Villas Student Housing Update

Kelly Young introduced Michelle Goss and she gave a brief update.

Faculty Senate Report

David Beach had no report

SGA Report

Brielle Ware, SGA Treasurer, gave a brief update of upcoming events.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the January financial report at the table. At the end of January we were 58% through the year. The general fund was 53% expended and the technical education/vocational fund was 57% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Vice-President Doherty gave a brief update on the library renovation. She reported an increase from CDL on the quote of the fire alarms. The Board directed Vice-President Doherty to look for other options around the \$2,000 price range.

President's Report

Dr. Knox gave a short report.

Presidential Hire

Chair Hoskins reported that the Board would go into executive session to finalize details on the presidential hire.

Executive Session

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

Mrs. Zetmeir moved to recess into executive session at 5:50pm for 10 minutes for the purpose of discussing personnel matters of nonelected personnel, inviting in Leanna Doherty and Janice Every.

The Board will return to open meeting at 6:00pm in this room.

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

Mr. McReynolds seconded and motion carried 6-0.

Returned to open session at 6:00pm.

Mr. Winchell moved to approve a presidential contract for Dr. Mark Watkins, beginning June 1, 2017. Mr. McReynolds seconded and motion carried 6-0.

Mr. Winchell moved to approve the administration to begin a search for a Dean of Instruction. Mrs. Zetmeir seconded and motion carried 6-0.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Tuition and Fees for 2017-2018

Information is for review only. No action taken.

Board Member Term Resolution

Mr. Taylor moved to approve the resolution and the extension of the current terms of Board Chair and Vice-Chair per HB 2104. Mrs. Zetmeir seconded and motion carried 6-0.

City of Parsons Neighborhood Revitalization

Mr. Taylor recused himself at 6:07pm and left the meeting, prior to any discussion, due to potential conflict of interest. Jim Zaleski was present to answer any questions. Mr. Winchell moved to approve the City of Parsons Neighborhood Revitalization. Mrs. Zetmeir seconded, after a short discussion, motion carried 4-1. Mr. Howerter voted no.

EXHIBIT 2

Mr. Taylor returned to the meeting at 6:34pm.

Program and Course Approval

Mrs. Zetmeir moved to approve the following:

- Graphic Design Certificate
- Intro to Graphic Design, 3 credit hours
- Digital Logic Circuits Lab, 3 credit hours

Mr. McReynolds seconded and motion carried 6-0.

Policy Review

Mr. McReynolds moved to approve the following policies:

- Policy 3.03 Catalog
- Policy 3.05 Credit for Prior Learning

Mr. Taylor seconded and motion carried 6-0.

Approval of Bills

Mr. McReynolds moved to approve the payment of the bills. Mr. Taylor seconded and motion carried 6-0.

Public Comment

Joe Burke announced the Art is Ageless exhibit is in Hendershot Gallery.

Lindi Forbes announced the presentation of Neil Simon's "Barefoot in the Park" provided by the LCC Foundation and Alumni Association and Jack and Ruth Gribbin Endowment Fund. It is free to the public.

Mr. Hoskins wanted to thank everyone for their hard work on the presidential search committee.

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

Adjournment

Mrs. Zetmeir moved to adjourn the meeting at 6:47pm. Mr. McReynolds seconded and motion carried 6-0.

Megan Fugate, Clerk of the Board

LABETTE COMMUNITY COLLEGE
Board of Trustees
March 9, 2017

Budget Assumptions

The budget timetable for 2017-2018 calls for a review and discussion of basic budget assumptions by the Board of Trustees at the March Board meeting. The following assumptions are presented to the Board for review, discussion and general support:

Revenue Issues: Revenue sources for Labette Community College can be broadly categorized into the areas of local revenues, state revenues, student tuition and other general or miscellaneous sources.

- 1.) The budget will be built on the assumption that our state revenue will decrease. Specific assumptions relative to the funding formula issues are as follows:
 - a.) We are anticipating a reduction in the State operating grant due to the state budget crisis, but are unsure what the cut might be. At the beginning of the current year our operating grant was cut 4% and we are now facing another 3% reversion before the end of the fiscal year.
 - b.) The SB155 Post-Secondary Training for Secondary Students will continue as the Governor's initiative to promote technical education; however some of the courses have been cut from the program and there is concern that no new funds will be added to the pool. Credit hours are growing in the SB155 area which means with no increase in funding each credit hour will be worth less as current funds are prorated.
 - c.) After a few years of declining enrollment we are pleased to see an increase in enrollment this year. Although with the current state budget situation we will not be receiving additional funding for the enrollment increase.
- 2.) Student tuition and incidental fee increases to partially offset increasing expenses will be considered. Currently Labette's rate is below the average of the Kansas community colleges.
- 3.) In the past the Board of Trustees has been reluctant to increase property taxes.
 - a.) Total assessed valuation for Labette County is anticipated to be at approximately the same level.

b.) There will be no provisions passed that will require reversal of any property tax considerations from prior years.

4.) Grants and outside funding will be utilized to the extent possible.

a.) We anticipate the Carl Perkins funding to be level for next year. Last year we had a decrease of 26.4% \$23,550.

Expenditure Issues: Expenditures are budgeted and carried out in a manner to ensure that total expenditures for any given fiscal year do not exceed the projected revenue for that period.

- 1.) Health Insurance will be increasing 6.7%, \$81,673. Last year our health increase was \$69,000.
- 2.) We anticipate athletic insurance will increase, but do not have an estimate at this time.
- 3.) Payments on the bridge loan for the Zetmeir building will continue through FY18 with the final payment being in October 2018.
- 4.) Numerous cuts have already been made to personnel and other expenditures in previous years making it difficult to find places to cut without impacting student learning.
- 5.) A general price increases in paper, supplies and other miscellaneous items is anticipated as well as utilities.

Closing: Budget recommendations will be developed by the application of the budget process including all work groups, administration, and the Board of Trustees budget workshop in June or July.

SUBJECT

Tuition and Fees for 2017-2018

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes state that the Board of Trustees' approval is required for adoption of student tuition and fees.

BACKGROUND

Last month the Board reviewed the tuition and fees for Labette Community College and the comparison to other schools. Currently the college charges \$92 per credit hour for in-state tuition and fees. The charge for out-of-state tuition and fees is \$117 per credit hour. A border state rate of \$113 per credit hour is charged for residents of Arkansas, Missouri and Oklahoma. The international students' rate is \$176 per credit hour.

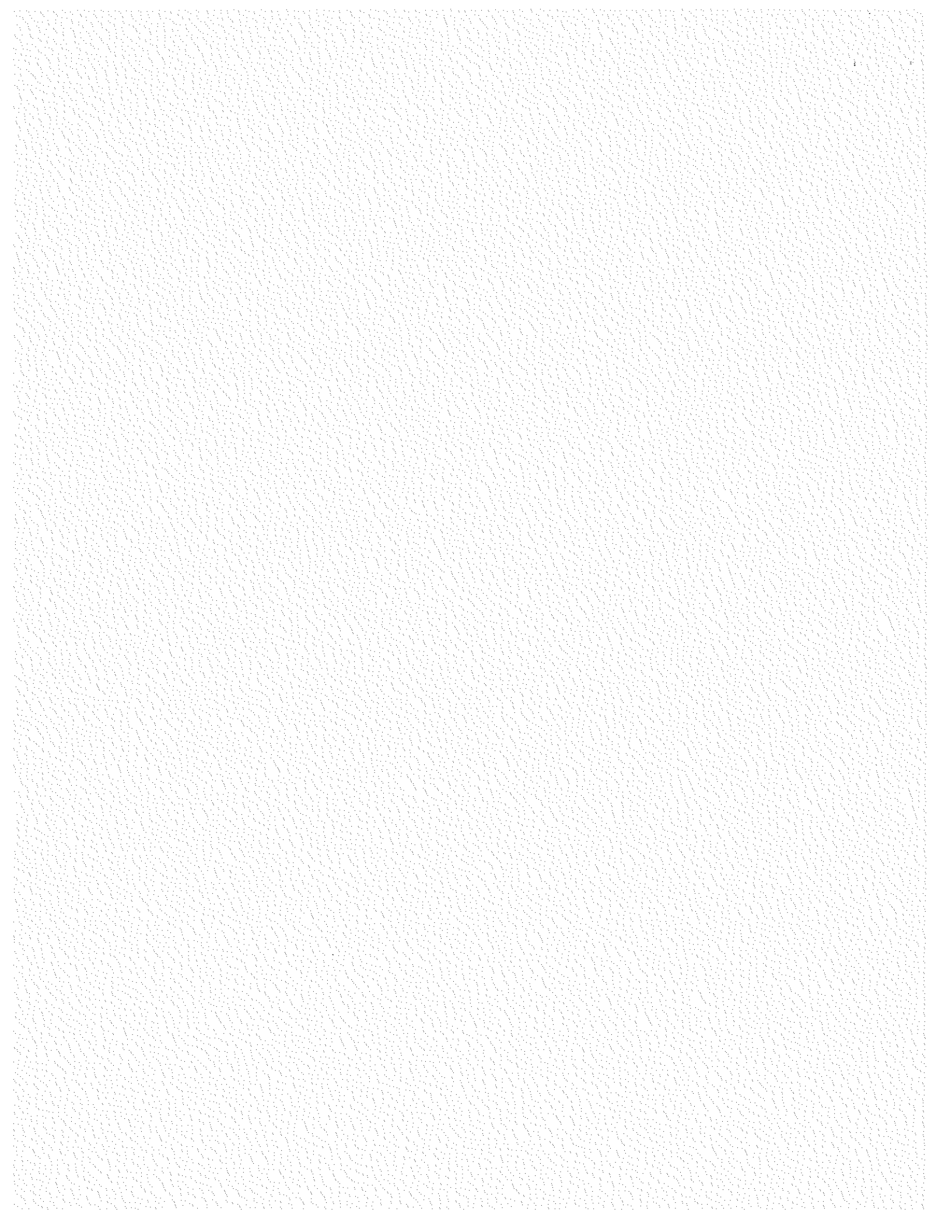
The college is committed to affordable educational costs and strives to keep costs for students as low as feasible. In developing a recommendation for the total rate per credit hour for tuition and fees for 2017-2018, the following factors have been considered:

- LCC's total in-state student cost per credit hour is below the state average and competitive with the SEK average. Refer to the exhibit on the next page for a comparison of the colleges.
- Although most colleges have not acted on tuition and fees for 2017-2018, conversations with other colleges suggests increases will occur.
- Last year tuition and fees were increase a total of \$2.
- Many institutions charge an additional amount to students based on the location at which the course it taught. Currently we are charging an additional fee of \$10 per credit hour at the Cherokee Center.
- Enrollment was down the last couple of years but is coming back up this year.

Each year the college should address in the next budget the effects of inflationary increases in the cost of goods and services as well as the changing mix of revenue sources available to the college balancing this with what the students can afford and the cost of attendance at other institutions. For next year a \$3 increase in tuition and a \$3 increase in fees, for a total of a \$6 increase is recommended in all residency categories.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review and approve the recommendation for a \$3 increase in tuition and \$3 increase in fees, for a total of a \$6 increase in all residency categories for the 2017-2018 school year.



Kansas Community Colleges FY2017 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
ALLEN COUNTY CC	\$60.00	\$35.00	\$95.00	\$60.00	\$35.00	\$95.00	\$147.00	\$35.00	\$182.00
BARTON COUNTY CC	\$65.00	\$32.00	\$97.00	\$103.00	\$32.00	\$135.00	\$155.00	\$32.00	\$187.00
BUTLER COUNTY CC	\$67.00	\$24.00	\$91.00	\$138.00	\$24.00	\$162.00	\$190.00	\$24.00	\$214.00
CLOUD COUNTY CC	\$69.00	\$30.00	\$99.00	\$79.00	\$30.00	\$109.00	\$79.00	\$30.00	\$109.00
COFFEYVILLE CC	\$35.00	\$37.00	\$72.00	\$84.00	\$37.00	\$121.00	\$100.00	\$99.00	\$199.00
COLBY CC	\$65.00	\$40.00	\$105.00	\$124.00	\$40.00	\$164.00	\$150.00	\$40.00	\$190.00
COWLEY COUNTY CC	\$55.00	\$34.00	\$89.00	\$112.00	\$34.00	\$146.00	\$159.00	\$34.00	\$193.00
DODGE CITY CC	\$47.00	\$60.00	\$107.00	\$55.00	\$60.00	\$115.00	\$60.00	\$65.00	\$125.00
FORT SCOTT CC	\$47.00	\$47.00	\$94.00	\$106.00	\$47.00	\$153.00	\$128.00	\$47.00	\$175.00
GARDEN CITY CC	\$57.00	\$33.00	\$90.00	\$76.00	\$33.00	\$109.00	\$94.00	\$33.00	\$127.00
HIGHLAND CC	\$55.00	\$42.00	\$97.00	\$69.00	\$42.00	\$111.00	\$264.00	\$42.00	\$306.00
HUTCHINSON CC	\$74.00	\$19.00	\$93.00	\$69.00	\$42.00	\$111.00	\$264.00	\$42.00	\$306.00
INDEPENDENCE CC	\$53.50	\$40.00	\$93.50	\$99.50	\$40.00	\$139.50	\$151.00	\$40.00	\$191.00
JOHNSON COUNTY CC	\$77.00	\$16.00	\$93.00	\$204.00	\$16.00	\$220.00	\$204.00	\$16.00	\$220.00
KANSAS CITY KS CC	\$86.00	\$22.00	\$108.00	\$246.00	\$22.00	\$268.00	\$246.00	\$22.00	\$268.00
LABETTE CC	\$49.00	\$43.00	\$92.00	\$74.00	\$43.00	\$117.00	\$133.00	\$43.00	\$176.00
NEOSHO COUNTY CC	\$67.00	\$31.00	\$98.00	\$67.00	\$65.00	\$132.00	\$140.00	\$47.00	\$187.00
PRATT CC	\$59.00	\$42.00	\$101.00	\$68.00	\$42.00	\$110.00	\$80.00	\$42.00	\$122.00
SEWARD COUNTY CC	\$55.00	\$34.00	\$89.00	\$93.00	\$34.00	\$127.00	\$93.00	\$34.00	\$127.00

*Values are per credit hour

State Resident Average:
\$94.92

Non-State Resident Average:
\$139.18

International Average:
\$189.68

Southeast Average Residents
\$90.75

Southeast Average Non-residents
\$126.25

Southeast Average International
\$185.00

EXHIBIT

Pittsburg State University - Resident: \$244 Non-Resident: \$602
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Agenda Item #: VII.A.
Date: March 9, 2017

SUBJECT

Change one meeting date for the Board of Trustees

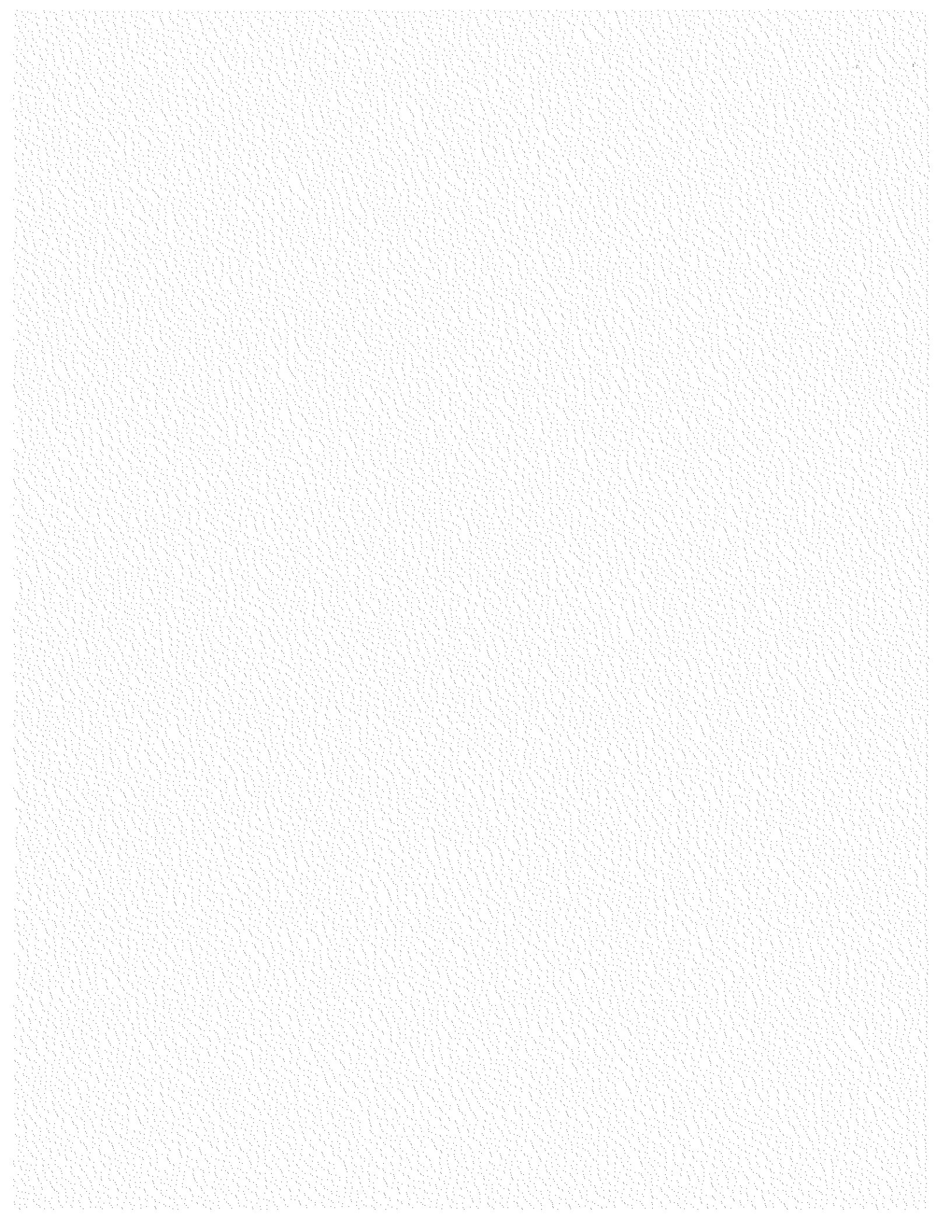
REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

We need to move the July regularly scheduled meetings of the Board of Trustees.

PRESIDENT'S RECOMMENDATION

Recommend changing the July 13th Board of Trustees meeting to Thursday, July 20th.



Agenda Item #:VII.B.
Date: March 9, 2017

SUBJECT

Program Review: Social Science

REASON FOR CONSIDERATION BY THE BOARD

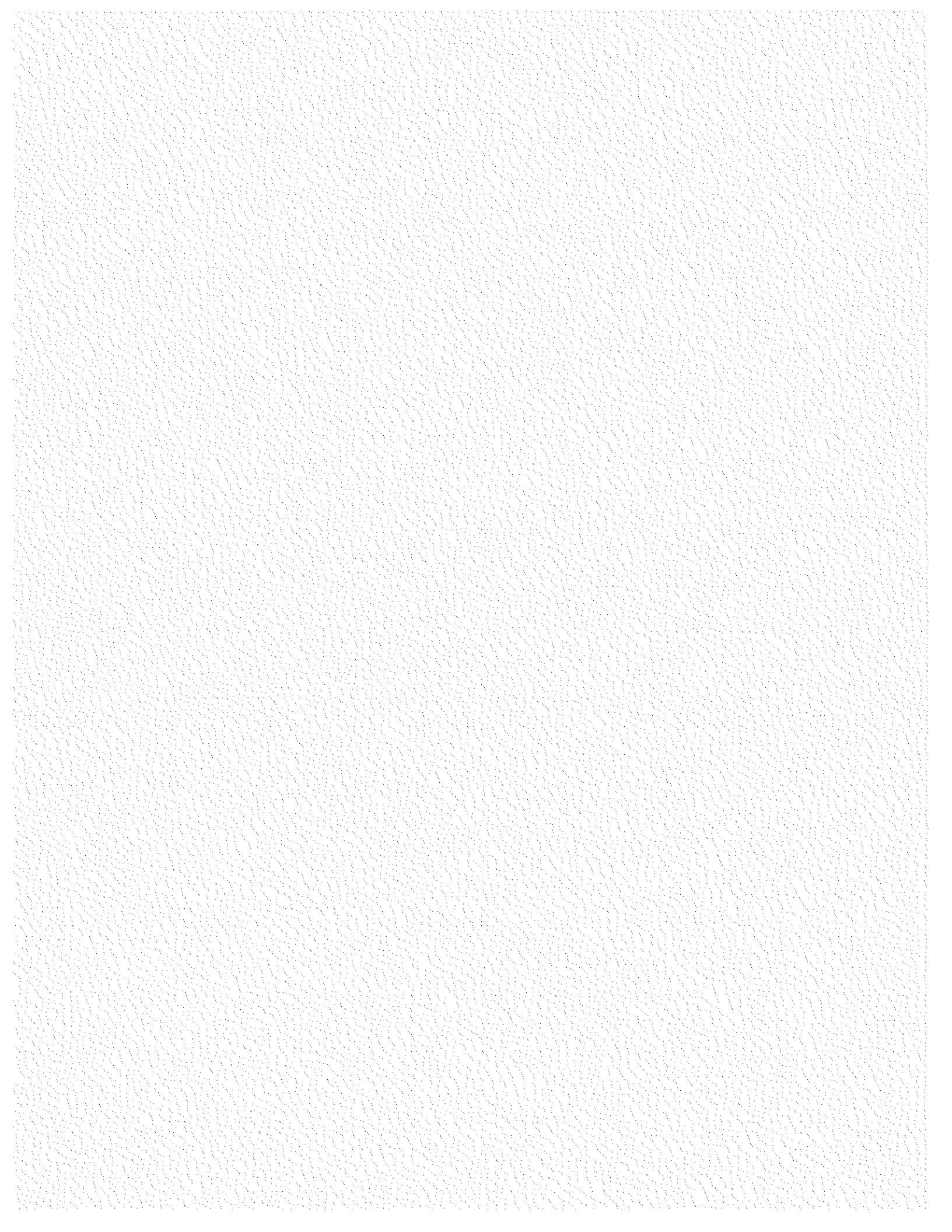
Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

BACKGROUND

The purpose of program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the Program Review: Social Science as presented.



COVER SHEET ACADEMIC PROGRAM REVIEW SELF STUDY AND SUMMARY REPORT
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Academic Program/Discipline: Social Science

Report Prepared by: Program/Discipline Committee

Kalynn Amundson PhD

 Kalynn Amundson, PhD Sociology

JoLene Klumpp PhD

 JoLene Klumpp, PhD Psychology

Lead Faculty	Signature	Date Completed
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Based on the information presented in this program review, the committee recommends this approved Program Review report to President's Council.

<i>Committee Members</i>	<i>Signatures</i>	<i>Date</i>
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Vice President of Student Affairs or Designate

Megan Hentzen

 Sara Comer

Vice President of Finance and Operations or Designate

Sara Comer

 Megan Hentzen

Director of Public Relations or Designate

Bethany Kendrick

 Bethany Kendrick

Director of Information Technology or Designate

Jody Burzinski

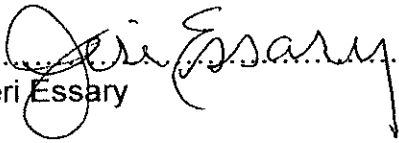
 Jody Burzinski

Dean of Instruction

Mark Watkins

 Mark Watkins

Educational Support Staff


.....
Jeri Essary


Faculty


.....
Robert Bartelli

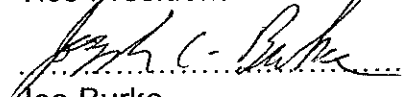
Faculty


.....
Elizabeth Stoneberger

Faculty


.....
Dr. Tim Miller

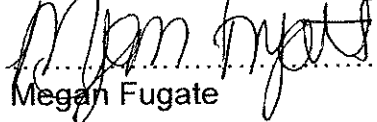
Vice President of Academic Affairs

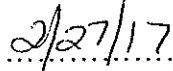

.....
Joe Burke

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date



.....
Megan Fugate

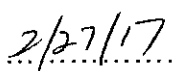


Based on the information presented in this program review, the President recommends this approved program to the Board of Trustees.

President

Date


.....
Dr. George Knox



Executive Summary

The purpose of the five year Program Review is to evaluate the viability and quality of the Social Science program and to implement a process to improve services to our students and supporting stakeholders. The Social Science Program Review Committee approved the Social Science program report which includes the Psychology, Sociology, and Social Work emphases.

The Social Science Program Review Committee members included lead faculty as well as additional faculty, staff, administrative personnel, and the Dean of Instruction. Program data were collected and analyzed for program relevance, quality, and effectiveness.

The committee reviewed progress from the 2011 Program Review. Several action plan items have been completed including designating a seminar style classroom, hiring qualified adjunct faculty, and having program faculty advise Social Science majors. Other items, such as monitoring and managing course offerings, referring peer tutors to the Student Success Center, and addressing textbook cost concerns, are ongoing.

The committee identified a number of program strengths. The faculty members are well qualified and provide a strong Social Science curriculum. Social Science students learn about and participate in the community at large, gaining both social and self-awareness. The program supports other LCC programs, e.g. Health Sciences, with course offerings. Additionally, a majority of program course offerings transfer seamlessly within the Kansas system.

Weaknesses and challenges relating to the program include recruitment, enrollment fluctuations, and changes in the requirements of other programs. The action plan examines opportunities to bolster recruitment with the assistance of program faculty. Exploring the implementation of Open Educational Resources may aid in recruitment by reducing student expenses. Monitoring of schedules and keeping faculty abreast of schedule changes is ongoing in order to manage course enrollment.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

A. Program Relation to College Mission, Core Values, and Strategic Plan

The Social Science Program at Labette Community College is designated for students who are planning to continue their education at a four-year university in the Social Sciences. Students can choose an emphasis in one of the following areas: Psychology, Sociology or Social Work. The program also serves students who intend to become certified to teach at the secondary level in the Social Sciences. The Social Science Program supports the Health Science Programs, as well as provides social science elective courses for many other degree programs.

B. Program Recognition/Accreditation

N/A

C. Program/Discipline Demand/Need

Psychologists: Employment for psychologists is expected to grow 19 percent from 2014 to 2024, much faster than the average for all occupations with an expected growth of 7 percent. Employment of clinical, counseling, and school psychologists is projected to grow 20 percent from 2014 to 2024, much faster than the average for all occupations. A greater demand for psychological services in schools, hospitals, mental health centers, and social services agencies should drive employment growth. Graduates with a bachelor's degree could pursue jobs in other fields including: business administration, sales, education, rehabilitation, substance abuse, gerontology, social and community service programs, as probation officers, correctional treatment specialists and working with veterans suffering from war trauma or they may be able to find work in the field of psychology as assistants to psychologists. Graduates with a doctoral or education specialist degree and post-doctoral work experience will have the best job opportunities in clinical, counseling, or school psychology positions. Candidates with a master's degree will face competition for most positions, and many of them will find jobs with alternative titles, as nearly all states restrict the use of the title "psychologist" to Ph.D. or Psy.D. degree holders.

Median Salary Range for Professionals: \$39, 980 per year to \$94,590.00 per year

Bureau of Labor Statistics (2017). U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. Retrieved from <https://www.bls.gov/ooh/life-physical-and-social-science/psychologists.htm#tab-6>

Bureau of Labor Statistics. (2017). U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. Retrieved from <https://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm#tab-8>

Bureau of Labor Statistics. U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. Retrieved from <https://www.bls.gov/ooh/community-and-social-service/substance-abuse-and-behavioral-disorder-counselors.htm>

Bureau of Labor Statistics. U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. Retrieved from <https://www.bls.gov/ooh/life-physical-and-social-science/psychologists.htm#tab-5>

Sociologists: Employment growth for social scientists is projected to grow 12 percent from 2014 to 2024. Job growth for professional sociologists (Master's and Ph.D. levels) is expected to show little to no change. Most sociologists work in research organizations, colleges and universities, and state and local government and are largely dependent on federal funding and grants, which are increasingly difficult to obtain. Nonetheless, with their well-honed knowledge of society and social behavior, those with sociological backgrounds also find employment in a wide array of related fields including social services (projected 11 percent growth), administrative support (projected 8 percent growth), management (projected 8 percent growth), services, criminal justice (projected 4 to 7 percent growth), social science research (projected 12 percent growth), education (projected 6 percent growth), healthcare (projected 15 percent growth), public policy, sales, and marketing (projected 19 percent growth). While these fields require the skills and concepts that sociologists learn as part of their education, workers will face less competition for positions not specifically labeled as "sociologist."

Approximate Salary for Professionals: \$73,760 per year, \$35.46 per hour

Bureau of Labor Statistics. (2017). U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition Retrieved from <https://www.bls.gov/ooh/life-physical-and-social-science/sociologists.htm#tab-6>

Roberta Spalter-Roth, R. & Van Vooren, N. (2008, January). What are they doing with a bachelor's degree in Sociology? American Sociological Association Retrieved from <http://www.asanet.org/sites/default/files/savvy/research/BachelorsinSociology.pdf>

Social Workers: Overall employment of social workers is projected to grow 12 percent from 2014 to 2024. Employment growth will be driven by increased demand for healthcare and social services. Social workers help people solve and cope with problems in their everyday lives. Employment of child, family, and school social workers is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations. Employment for healthcare, mental health, and substance abuse social workers is projected to grow 19 percent, much faster than the average for all occupations. Healthcare social workers will continue to be needed to help aging populations and their families adjust to new treatments, medications, and lifestyles. Employment in the areas of mental health and substance abuse will grow as more people seek treatment, including those referred by the courts to treatment programs in lieu of incarceration or as conditions of probation/parole.

Approximate Salary for Professionals: \$45,900 per year, \$22.07 per hour

Bureau of Labor Statistics. (2017). U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition Retrieved from <https://www.bls.gov/ooh/community-and-social-service/social-workers.htm>

A number of program courses are covered under the Kansas Board of Regents Transfer and Articulation Agreement and will transfer to both two and four year state institutions. Courses covered include Sociology, Social Problems, Intro to Social Work, Cultural Anthropology, General Psychology, and Developmental Psychology.

http://www.kansasregents.org/resources/PDF/HANDOUT_KansasBoardofRegents_Transfer_Oct2016.pdf

D. Summary Statement of Faculty Qualifications

Instructors in the Social Sciences are required to have a Master's Degree with at least 18 hours of graduate work in the subject or related field. The two fulltime faculty members in the emphasis areas meet or exceed that requirement. Instruction has been supported by 27 adjunct faculty members. See Appendix B for faculty list.

E. Faculty Recognition

Kalynn Amundson earned her Ph.D. in July 2015. Dr. Amundson currently has three publications (see below), and one manuscript under review with *Sociological Inquiry*. Dr. Amundson was also awarded the William Miller Distinguished Dissertation honor from the University of Arkansas.

Amundson, Kalynn, Anna M Zajicek, and Brinck Kerr. 2015. "A Social Metamorphosis: Constructing Drug Addicts from the Poor." *Sociological Spectrum: Mid-South Sociological Association*, DOI: 10.1080/02732173.2015.1064799. Available at: <http://www.tandfonline.com/doi/full/10.1080/02732173.2015.1064799>

Amundson, Kalynn, Anna M. Zajicek, and Valerie H. Hunt. 2014. "Pathologies of the Poor: What do the War on Drugs and Welfare Reform Have in Common?" *Journal of Sociology and Social Welfare* XLI(1):5-28. Available at: <http://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=3831&context=jssw>

Review of *Addicted. Pregnant. Poor* by Kelly Ray Knight for *Journal of Children and Poverty*. DOI 10.1080/10796126.2015.1132197 <http://www.tandfonline.com/eprint/ivGqqy73z6EVTZcvEZI5/full>

JoLene Klumpp, PhD

Community Affiliations:

Upper Peninsula Human Resources Association: Board Member, Training - 2016
Lake Superior Community Partnership, After the Academy Group, Founder - 2016
Lake Superior Community Partnership Leadership Graduate - 2015

Awards:

Excellence in Teaching – Laramie County Community College - 2014
Excellence on Campus – Laramie County Community College - 2013
Golden Apple Award – Laramie County Community College - 2012

F. How Does the Discipline Use Professional Development?

Dr. Amundson is a member of the American Sociological Association, with Teaching and Learning section membership since 2005. She subscribes to journals *Teaching Sociology* and *Contexts: Understanding People in their Social Worlds*.

Dr. Amundson attended the American Sociological Association Annual Meetings in 2012 and 2013. At the 2012 meeting she attended the Section on Teaching and Learning’s Pre-Conference seminar, “The Art at the Heart of Learner Centered Teaching,” in addition to presenting her original research, “Pathologies of the Poor: What do the War on Drugs and Welfare Reform Have in common?”

Dr. Amundson was invited to present her research “A Social Metamorphosis: Constructing Drug Addicts from the Poor” at the Research and Professional Development Meeting at the University of Arkansas Public Policy Program (November 2014).

Dr. Amundson completed America’s Poverty Course – Stanford University, Fall 2016

Dr. Amundson is engaged in ongoing research with a manuscript currently under review with *Sociological Inquiry*.

Dr. Klumpp is a member of the National Organization for Human Services, pending membership and past member of the American Psychological Association and Association for Psychological Science. She subscribes to the Monitor on Psychology, the American Psychologist Journal, and the Journal of Human Services.

Dr. Klumpp is a Licensed Professional Counselor

Dr. Klumpp in her previous position held board membership for the Upper Peninsula Human Resources Association where she was responsible for vetting trainers and booking training for quarterly meetings and annual conferences.

Dr. Klumpp completes an average of 15 hours of educational webinars each year to keep updated in field of teaching and psychology.

Class	Completed		
Generation Z Goes to College	11/14/2016	Leadership in the Online Classroom	08/17/2015
Grading Rubrics	11/01/2016	Troubleshooting Student Technical Issues	08/17/2015
Make it Stick FY17	10/20/2016	Time Management: Getting Organized	06/30/2015
Online Collaboration	10/20/2016	Online Scholarship & Research	03/05/2014
Online Topics and Trends in Education Part 1	10/17/2016	New Classroom Tips & Strategies	01/08/2015
Online Topics and Trends in Education Part 2	10/17/2016	Handling Burnout & Addressing Stress Management	12/09/2014
Online Copyright	10/15/2015	Generations in the Classroom	12/03/2014
Tapping into Multiple Intelligences	11/23/2015	Stereotypes and Myths in the Online Classroom	11/18/2014
Time Management: Setting & Achieving Goals	11/23/2015	Staying Driven as a Faculty Member	11/12/2014
How Adults Learn	11/12/2015	Applying the Theory of Transformative Learning	11/12/2014
Online Meeting Etiquette	10/27/2015	How to Publish	11/06/2014
Online Collaboration	10/20/2015	Associates Degree Faculty Facilitating	01/04/2014
Online Copyright	10/15/2015	Positive Psychology	03/22/2012

G. Student Enrollment

1a) Number of students admitted to the program/declared majors

Major	2012	2013	2014	2015	2016	*2017	Total
Sociology	0	1	3	2	2	1	9
Social Work	5	5	13	6	5	3	32
Sociology/Social Work	13	7	4	2	0	0	13
Psychology	16	20	10	9	8	0	47
Total	34	33	30	19	15	4	101

* Number of students admitted to the program/declared majors, represents figures for the Spring Semester only.

1b) Number of Program Completers

Completers	2012	2013	2014	2015	2016	*2017	Total
Sociology	0	1	0	1	2	-	4
Social Work	0	0	2	7	3	-	12
Sociology/Social Work	5	6	2	0	0	-	8
Psychology	4	7	1	6	3	-	17
Total	9	14	5	14	8	-	41

* Number of Program Completers, is in progress. Data will not be available until May.

In 2012, the program made changes to the Sociology/Social Work degree in order to be more consistent with these two distinct social science disciplines. The program now offers degrees in both Sociology and Social Work, rather than a single "hybrid" degree. This has brought about some shifts in numbers of majors and completers in these two areas. In 2012, there were no Sociology or Social Work degrees or majors, as these separate emphases did not yet exist. In 2013 and 2014, there were students in Sociology, Social Work, and Sociology/Social Work emphases. At this point, most Sociology/Social Work majors have either completed their degree or changed majors to either Sociology or Social Work. There has also been a dramatic shift in the declared majors of concurrent students away from Social Sciences and into Liberal Studies, resulting in a decline of Social Science majors in 2016 and 2017.

2) What recruiting and retention strategies are used by the program/discipline?

Recruiting and retention strategies

While the department largely relies on LCC recruiters, Drs. Amundson and Klumpp meet with prospective students and provide program and career information to guide interested students. There has been recent collaboration with the Parsons State Hospital and Training Center in order to assist their staff in furthering their education for which endowment funding is available. Drs. Amundson and Klumpp work closely with majors throughout their LCC careers and provide guidance and information for transfer. Program faculty are investigating ideas and opportunities for greater participation in recruiting events on campus and in the area high schools, as well as greater participation in Public Relations advertising campaigns. Dr. Amundson is teaching courses via Interactive Distance Learning (IDL) to expand offerings at the Cherokee Center.

3a. Total number of students by course per year.

Course Code	Course Title	2013	2014	2015	2016	2017*	Enrollment
SOCI 101	Sociology	155	205	145	125	112	742
SOCI 112	Introduction to Social Work	5	5	17	5	11	43
SOCI 122	Basic Helping Skills	4	7	9	3	3	26
SOCI 123	Basic Helping Skills Experience	4	7	9	4	3	27
SOCI 201	Marriage and Family	26	20	20	15	18	99
SOCI 203	Social Problems	26	15	11	14	15	81
SOCI 207	Anthropology	6	0	6	8	0	20
PSYC 101	General Psychology	488	432	359	448	477	2204
PSYC 201	Developmental Psychology	286	284	259	278	243	1350
PSYC 202	Psychology of Adjustment	12	10	11	9	0	42
	Total Annual Enrollment	1012	985	846	909	882	4634

3b. Mean class size of courses per year.

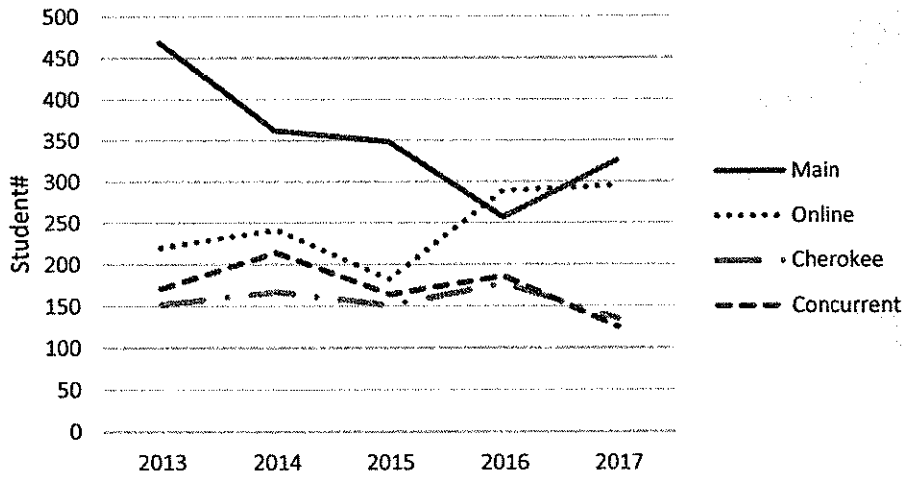
Course Code	Course Title	2013	2014	2015	2016	2017*
SOCI 101	Sociology	16	16	15	10	14
SOCI 112	Introduction to Social Work	5	5	9	5	6
SOCI 122	Basic Helping Skills	4	7	9	3	3
SOCI 123	Basic Helping Skills Experience	4	7	9	4	3
SOCI 201	Marriage and Family	13	10	10	7	9
SOCI 203	Social Problems	13	8	6	7	8
SOCI 207	Anthropology	6	0	6	5	0
PSYC 101	General Psychology	18	18	16	18	20
PSYC 201	Developmental Psychology	17	17	14	15	14
PSYC 202	Psychology of Adjustment	12	10	11	9	0

*2017 figures are incomplete and reflect only Spring enrollment.

4) Total number of program students sorted by main campus, concurrent, online, and Cherokee per year.

Enrollment by Location, 2013-2017	2013	2014	2015	2016	2017	Total	Total%
Main	469	362	349	257	326	1763	38%
Online	220	242	182	289	296	1229	26.5%
Cherokee	152	167	151	177	135	782	16.9%
Concurrent	171	214	164	186	125	860	18.6%
Total	1012	985	846	909	882	4634	

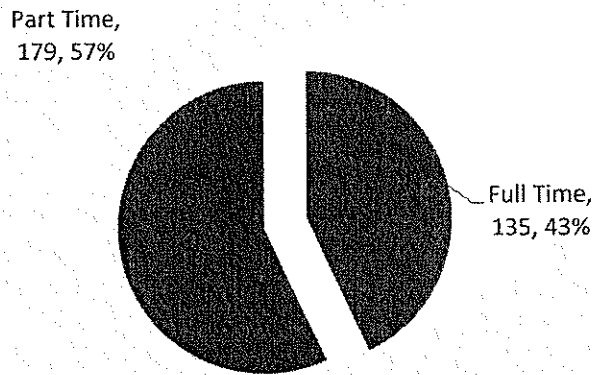
Enrollment by Location, 2013-2017



5) Number of courses and percentage of courses taught by full-time and part time instructors in the discipline

	2013	2014	2015	2016	2017	Total
Full Time	29	32	28	26	20	135
Part Time	34	31	32	45	37	179
Total	63	63	60	71	57	314

Number and Percent of Full-Time and Part Time Instructors, 2013-2017



H. Program Assessment

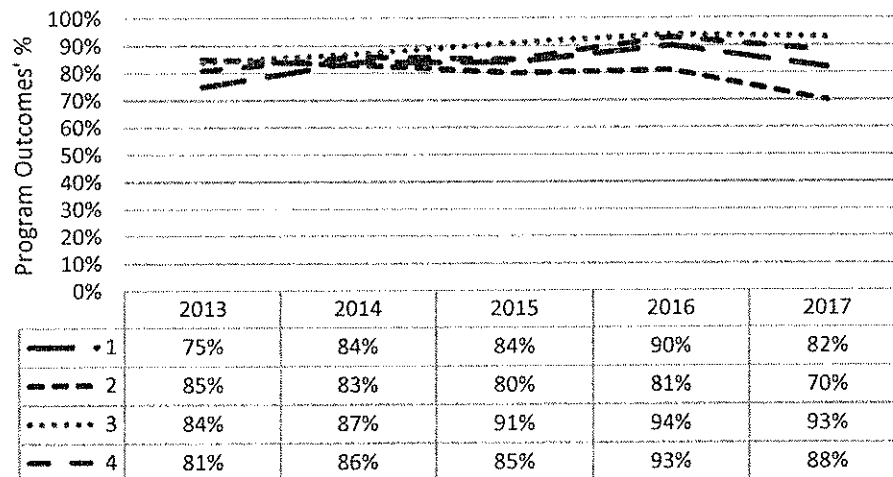
What are the Program Outcomes Results?

Program Outcomes

1. Evaluate the different theories in the field of sociology by applying basic theoretical concepts and other sociological concepts to understand society better.
2. Evaluate and critique markets, economic systems and contemporary social issues by utilizing economic concepts, theories and terms.
3. Evaluate the major perspectives in the field of psychology, as well as understanding the biological bases of behavior and the psychology of consciousness and cognition.
4. Demonstrate critical thinking skills and apply the scientific method to problems and theories related to the social science disciplines.

** Note: Program outcomes will be adjusted in the future to reflect the Kansas Board of Regents (KBOR) and the Kansas Core Outcomes Group (KCOG) guidelines.*

Psychology Program Outcomes' %, 2013-2017



The percentages above reflect the demonstrated level of student competence upon completion of Social Science courses for the last five years. Social Science program outcome data indicate high levels of student success for the last five years. In addition, students appear to demonstrate competence at an upward trending rate with a small decline in 2017. Economic course data will not be a part of future Social Science program reviews as it will migrate to the Business Program Review.

I. Learning Resources

Are the learning resources adequate for the program/discipline teaching needs? Please provide comments.

Because concurrent faculty have budget restrictions, the Psychology textbooks used are outdated and in fact, some are out of print. This is concerning given the rapid change in technology and information. Additionally, since a great many students are transfer students it is critical that Labette Community College keeps step with the four year institutions to assure students are learning the information necessary to continue their education elsewhere. Given this issue the adjunct and full-time faculty have agreed to seek out Open Education Resources for the fall of 2017.

The Information Technology Department provides good support and systematically rotates new hardware and software throughout the campus to keep the campus up-to-date with the latest technology. They have been particularly supportive with the implementation of Interactive Distance Learning (IDL) courses and equipment.

The library provides exceptional support by offering textbooks on reserve for students, links to Open Educational Sources for faculty, library tours for classes, and assistance to students conducting research along with free printing services for students.

J. Partnerships

To what extent has the program/discipline developed external partnerships?

The Social Science Program, Psychology has a Memorandum of Understanding that is ongoing and continuous with Kansas State University and the University of Kansas. Dr. Amundson is exploring articulation agreements with Pittsburg State University and Missouri Southern State University for students in the Social Work emphasis.

Dr. Amundson has developed numerous contacts with the community agencies throughout SE Kansas, including the Youth Crisis Center, Safe Haven Mission, Wesley House, Presbyterian Manor, Parsons State Hospital and Training Center, Labette Center for Mental Health, SEK CAP – Child Services, Safehouse Crisis Center, and Kindred Hospice (formerly Gentiva), among others, for service learning opportunities and field experience for students in sociology and social work classes. Dr. Amundson has also developed a partnership with Independent Television Services (ITVS) to bring the Indie Lens Pop-Up film screening series to LCC. This program has led to partnerships and collaborations with numerous individuals and organizations throughout Kansas, as well as in Oklahoma, Missouri, and Colorado.

Dr. Klumpp has made contact with Community Mental Health and is in the process of developing learning opportunities for students with Community Mental Health. Additionally, students have participated in class projects that “Give Back to the Community” that involved the VFW, Presbyterian Manor, Proud Animal Lovers Shelter (PALS) and the local radio station. Finally, it is the goal of the Psychology program to develop service learning opportunities for students in each of the individual Psychology courses.

Review of Previous Action Plan

Review of Previous Action Plan

- Course sizes are not big enough for some courses in the social science program.
 - *(Ongoing) Course rotations and course offerings have been adjusted to better meet the demand.*
- Need a seminar style classroom for discussion based classes.
 - *(Completed) A classroom has been designated and organized for seminar style courses.*
- The internet in the classroom can be difficult to use because of slow connection speed.
 - *(Ongoing) The IT department continues to upgrade connections and systems to improve connectivity and speed.*
- Trained student tutors are needed in the Student Success Center.
 - *(Ongoing) Strong social science students are being referred to the Student Success Center to provide tutoring for students in need.*
- Textbook publishers are updating textbook editions so rapidly that it has increased the cost of textbooks for the students.
 - *(Ongoing) The Intro to Sociology textbook was switched to a rental to reduce costs for students. Other textbooks have not been updated to new editions.*
- Finding qualified adjunct instructors
 - *(Completed) The number of adjunct instructors is currently sufficient to meet the needs of students.*
- Social Science majors should be advised by Social Science instructors.
 - *(Completed) Dr. Amundson advises Sociology and Social Work majors. Dr. Klumpp advises Psychology majors. Advising by general advisers is typically limited to summer when fulltime faculty are off campus.*
- The Health Science Programs may help the growth of enrollment for Social Sciences.
 - *(Completed)*
 - *The Dental Assistant Program requires General Psychology and Developmental Psychology.*
 - *The AAS Nursing Program requires General Psychology and Developmental Psychology. Sociology was dropped as a requirement.*
 - *The Pre BSN Program requires Sociology, General Psychology, and Developmental Psychology.*
 - *The Physical Therapy Assistant Program requires General and Developmental Psychology Courses.*
 - *The Radiography Program requires General or Developmental Psychology.*
 - *The Respiratory Therapy Program requires General or Developmental Psychology.*
 - *The Health Science programs are more supportive of psychology courses than other social sciences.*

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

REVIEW COMMITTEE IDENTIFIED STRENGTHS

1. The fulltime faculty are both highly qualified with PhDs in their disciplines. Dr. Amundson is a published author and Dr. Klumpp has over 20 years of practical experience in the field. The faculty complement each other given the Social Work degree is a practitioner's degree and the Psychology and Sociology degrees are academic degrees. Drs. Amundson and Klumpp advise students working to meet the needs of individual students whether pursuing work or ongoing education.
2. The courses offered through the Social Science program meet the general education needs of students.
3. Students who graduate from any of the three disciplines within this program will have the option of transferring to four year institutions to complete higher level degrees.
4. While engaged in study at Labette Community College Social Science Program students are exposed to their community, learning about the needs of the community and areas where they may make a difference.
5. Students gain self-awareness which is the first step in creating a plan for mastering one's life, reaching success, and living a healthier and happier life.
6. The Social Science program supports the Health Science Programs at Labette Community College
7. A high number of students are enrolling in and successfully completing Social Science courses.
8. Area high school students are provided the opportunity to receive college credit in the Social Sciences.
9. The Kansas Core Outcomes Group (KCOG) has approved nearly all of LCC's Social Science concentration courses for seamless transfer. Future KCOG meetings will include courses yet to be discussed.

SUMMARY REPORT ACADEMIC PROGRAM REVIEW

REVIEW COMMITTEE IDENTIFIED WEAKNESSES/OPPORTUNITIES/CHALLENGES
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Weaknesses:

1. **Recruitment:** A more concerted effort in recruitment is necessary.
2. **Instructional Materials:** Use of outdated textbooks and supplements.

Challenges:

1. **Student Preparedness:** According to The National Center for Public Policy and Higher Education (2010) "...nearly 60% of first-year college students discover that, despite being fully eligible to attend college, they are not ready for postsecondary studies" (para. 1). Students enrolling at Labette Community College are by no means an exception. "Lack of readiness for college is a major culprit in low graduation rates, as the majority of students who begin in remedial courses never complete their college degrees. As a result, improving college readiness must be an essential part of national and state efforts to increase college attainment" (The National Center for Public Policy and Higher Education, 2010, para. 2). This is a historically ongoing problem at Labette Community College.
2. **Changes in other Programs:** The elimination of the AAS in Criminal Justice precipitated a decline in Social Problems enrollment, as it was a requirement for the degree. The Nursing program recently dropped Sociology as a requirement which had a significant impact on enrollment. Recently concurrent students have been routinely placed into Liberal Studies which decreases the number of majors declaring as a Social Science major.
3. **Enrollment Fluctuations:** College enrollment fluctuations are an ongoing issue for the department and the college in general. According to Vedder (2012) the top five reasons include:
 - a. The population of 18-year-olds is in decline, and that is where most freshmen come from.
 - b. Some admissions officials have been arguing that the turnaround of the economy is working to lower the numbers.
 - c. Eligibility for federal financial assistance has been tightened which reduces the availability funds and thus, reduces access to a post-secondary education.
 - d. Colleges may in some cases be pricing themselves out of the market. This is not the case for Labette Community College.
 - e. The rate of return on college investments has declined. One estimate is that as many as 53 percent of recent college graduates are either unemployed or have relatively low-paying, low-skilled jobs.

Vedder, R., K. (2012) Five Reasons College Enrollments Might Be Dropping. Bloomberg. Retrieved from <http://origin-www.bloombergtv.com/articles/2012-10-22/five-reasons-college-enrollments-might-be-dropping>

Beyond the rhetoric: Improving college readiness through coherent state policy. (2010) Retrieved from http://www.highereducation.org/reports/college_readiness/gap.shtml

Opportunities:

1. **Job Placement:** Students graduating with an associate's degree in any of the three disciplines could obtain entry level positions as Social and Human Services Assistants. These careers have a national median pay of \$14.82 per hour, and these jobs are projected to grow 11% from 2014 to 2024, faster than the average for all occupations (Bureau of Labor Statistics, 2017). Working as Social and Humans Services assistants, students may provide client services, including support for families, in a wide variety of fields, such as psychology, rehabilitation, and social work.
2. **Enrollment Fluctuations:** To address the fluctuations it is necessary to take a close look at the number of course offerings each semester, in an effort to reduce large numbers of students enrolling in the fall and few in the spring. Furthermore, the two year rotation is developed to help students complete their degrees on time. Additionally, continue to work with advisors to communicate classes which need additional enrollment.
3. **Instructional Materials:** The possibility of incorporating Open Educational Resources may help address a number of concerns with textbooks including edition updates, student costs, and cooperation with high schools for concurrent enrollment.
4. **Service Learning:** Increase service learning opportunities for students.
5. **PSHTC Endowment:** An endowment at Parsons State Hospital and Training Center has presented an opportunity to recruit students from the PSHTC staff for continued education that is particularly beneficial to the Social Work emphasis.
6. **Articulation Agreements:** Develop articulation agreements with Pittsburg State University and Missouri Southern State University.

Program Action Plan

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, Dean of Instruction. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/ Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Dept. Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Recruitment	Full time faculty participate in recruitment efforts to increase enrollment in Social Science classes and programs through discussions with concurrent faculty members	\$0	FY 2018, 1C	Faculty and Recruiters
Instructional Materials	Utilize Open Educational Resources	<\$40	FY 2018, 1A	Faculty
Student Preparedness	Communicate college course expectations to concurrent instructors	\$0	FY 2018, 1A	Faculty
Changes in Other Programs	Continue to encourage students to choose Social Science courses to satisfy their general education requirements. Talk with CTE Directors for the addition of other Social Science courses.	\$0	FY 2018, 1C	Faculty/ Advising
Enrollment Fluctuations	Monitor course schedules. Inform faculty of class schedule changes.	\$0	FY 2018, 1C, 4A, 4D, 5A	DOI, Faculty/ Advising
Service Learning	Develop service learning opportunities with community agencies in the four state region	\$0	FY 2018, 2A, 2C, 2D	Faculty
Articulation Agreements	Develop articulation agreements with PSU and MSSU	\$0	FY 2018, 1A	Faculty, DOI

Appendix A: List of Courses

Course Title	Discipline	Credit Hours
Developmental Psychology	Psychology	3 hours
General Psychology	Psychology	3 hours
Psychology of Adjustment	Psychology	3 hours
Sociology	Sociology	3 hours
Social Problems	Sociology	3 hours
Marriage & Family	Sociology	3 hours
Anthropology	Sociology	3 hours
Intro to Social Work	Social Work	3 hours
Basic Helping Skills	Social Work	3 hours
Basic Helping Skills Experience	Social Work	1 hour

Appendix B: Faculty in Program Qualifications

The instructors below have taught for LCC at some point in time since 2013. Many of them continue to teach for LCC.

Psychology:

1. JoLene Klumpp, Ph.D. Psychology, Full Time
2. Brooke Saathoff, Full Time
3. Michelle Bernd, Adjunct
4. Robert McElwee, Adjunct
5. Margo Moore, Adjunct
6. Virginia McElwee, Adjunct
7. Stacy Smith, Adjunct
8. Lynette Goddard, Adjunct
9. Casey Mayfield, Adjunct
10. Crystal Packard, Adjunct
11. Mark Johnston, Adjunct
12. Cindy Riachi, Adjunct
13. Cecil Crim, Adjunct
14. Christine Haskew, Adjunct
15. Sally Clay, Adjunct
16. DeAnna Garrett, Adjunct
17. Brian Smith, Adjunct
18. Amber Hoffman, Adjunct
19. Tammy Fuentez, Adjunct

Sociology/Social Work:

1. Kalynn Amundson, Ph.D. Sociology, Full Time
2. Vince Heit, Adjunct
3. Janet Johnson, Adjunct
4. Sharon Brown, Adjunct
5. Rebecca Gray, Adjunct
6. DeAnna Garrett, Adjunct
7. Christine Haskew, Adjunct
8. John Chastain, Adjunct
9. Richele Babbitt, Adjunct
10. Robert Perez, Adjunct
11. Mark Mikel, Adjunct

Agenda Item #: VII.C.
Date: March 9, 2017

SUBJECT

Review of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

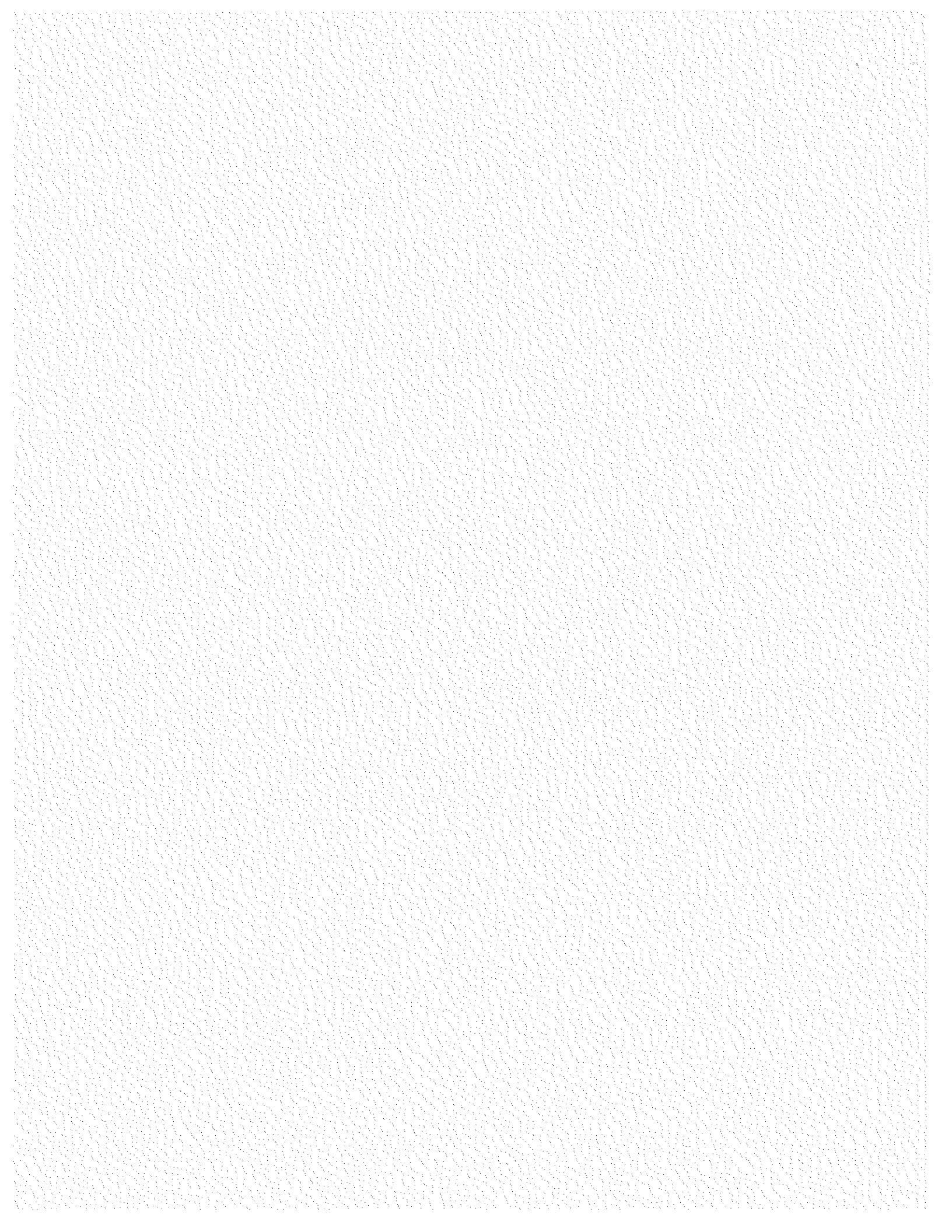
Updated/created the following policies for review:

- Policy 4.06 Student Directory Information
- Policy 7.01 Administrators and Professional Staff: Conditions of Employment
- Policy 8.01 Educational Support Staff: Conditions of Employment
- Policy 9.01 Professional Employees: Conditions of Employment

The attached exhibits show the proposed changes.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees review Policy 4.06 Student Directory Information, Policy 7.01 Administrators and Professional Staff: Conditions of Employment, Policy 8.01 Educational Support Staff: Conditions of Employment, and Policy 9.01 Professional Employees: Conditions of Employment. We will request action to be taken at the April Board Meeting.



POLICY 4.06 STUDENT DIRECTORY INFORMATION

Under section 438 of the *General Education Provision Act* as amended; part 99, *Privacy Rights of Parents and Students*, subsection 99.37, educational institutions may disclose to the public personally identifiable information about the students, provided it is classified as directory information.

Each student has the right to refuse, in writing, the release of all or part of the directory information concerning him or her. The following is defined as student directory information:

- 1. 1. Name
- 2. 2. Address
- 3. 3. Student ID number
- 4. 4. Email Address
- 5. 5. Current 3. Telephone number
- 6. 4. Date and place of birth
- 7. 5. Place of birth
- 8. 5. Classification (first year, second year, special) Current enrollment status
- 9. 6. Major field of study Concentration
- 10. 7. Dates of attendance
- 11. 8. Date of graduation
- 12. 8. Degrees and awards received
- 13. 9. Previous institution most recently attended
- 14. 10. Participation in official recognized activities
- 14. 10. Sports weight and height of athletic team members Activity/Athletic Program Information
- 15. 11. Photograph

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Procedures regarding student directory information, such as records maintained by the College, shall be determined by the President. (See Procedure 4.06 Student Directory Information)

Revised: 12/12/00

POLICY 7.01**ADMINISTRATORS AND PROFESSIONAL STAFF:
CONDITIONS OF EMPLOYMENT**

Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The President is the chief executive officer and is responsible for general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties, unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements which are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the President.

- A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is recognition that these conditions of employment are applicable.
- B. Employment procedures
Employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. The need for administrators and professional staff will be determined by the President, and recruitment and selection will be consistent with procedures developed by the Human Resource Office. Contracts/employment confirmation letter for administrators and professional staff require approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.
- C. Terms of appointment
Administrators and professional staff perform duties and responsibilities as assigned by the President and/or designees.

Appointments which are dependent on funding from a specific source(s) other than College district budgeted funds will so state in the notice of appointment. Appointments,

including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or no longer available.

D. Compensation

Salary ranges for administrators and professional staff are determined by the President, with contracts and employment confirmation letters for new hires after 8/29/11 subject to approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by date specified in contract.

E. Employment Evaluation

All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrators' and professional staffs' performance is reviewed with the respect to his/her position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluation will be conducted in compliance with approved policy and procedures.

F. Promotion, Reassignment and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrative, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

Promotion - A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title

change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote administrators and professional staff by direct appointment when, in his/her best judgment, the best interests of the College will be served by passing regular procedure and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment: A salary adjustment is defined as a one-time increase in salary granted to an employee within his/her salary range given to: (1) recognize that employee's outstanding performance of his/her duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made by the Vice President of Finance and Operations in collaboration with the Director of Human Resources. The Director of Human Resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign administrators and professional staff within the College when, in his/her judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal year (s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, a director level employee whose salary is at the 25th percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25th percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, additional hours may be required.

Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College's Educational Support Staff Compensatory Time Procedure.

The normal workweek during the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m., Monday through Thursday, with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

H. Absence and Tardiness

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified. (*See notification requirements*)

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday, paychecks will be distributed on the preceding working day. Pay checks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full time employees.

J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in

writing and approved by the Human Resource Office, other deductions will be made as desired by the employees.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases

Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications or recently hired personnel.

L. Health Insurance

Health insurance benefits will be provided for full-time and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 95 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security

Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

O. Workers Compensation

Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure Return to Work Program, 10.17, Sick Leave & FMLA policy).

P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Week of Independence Day
6. Labor Day
7. Veteran's Day
8. Week of Thanksgiving Day
9. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See also Policy 7.06)

Q. Vacation & Personal Days

Vacation leave is accrued at one day a month for Administrators and Professional Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be

used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. (See Policy 7.07 for Recording Vacation Time).

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal days. Vacation leave or personal days shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible.

R. Sick Leave

Each Administrators and Professional Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal year.

Employees who have accrued 30 days of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 90 days sick leave. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. In no case shall an employee be allowed to accrue more than 90 days of sick leave. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law,

mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. *(See Policy 7.08 for further important information)*

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see **Policy 2.08, Family and Medical Leave Act (FMLA) Compliance** for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

S. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted his/her sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. *(See Sick Leave Bank Procedure)*

T. Military Leave

The College will comply with all military leave laws.

U. Educational Benefits

Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. *(See Policy 7.10 for Book Loans and Policy 7.11 for Taking Classes during Working Hours)*

V. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

W. Tax Sheltered Annuity Proposal

Beginning in September 2009, and revised May 9, 2011, LCC will match contributions of up to \$40 per month or \$480 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

X. Discipline and Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

Y. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.

2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President's decision to the employee under Level 2. The President (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 10/9/06

Revised: 2/11/10

Revised: 12/9/10

Revised: 11/17/11

Revised: 3/13/14

Revised: 11/13/14

Revised: 5/7/15

POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT

Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures

Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials are required upon offer of employment.

B. Compensation

Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. (*See Policy 8.12 for Shift Differential pay*)

C. Definition of Educational Support Staff

"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20. All full-time employees are entitled to receive all fringe benefits provided by the College.

Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation

All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to his or her position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employee and supervisor. It also serves as a means

of employee development, by pointing out both strong and weak points in an individual's performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrator, faculty and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

Promotion- A promotion is defined as movement from one position to another that entails a marked increase in: (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in her/his judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

Salary Adjustment - A salary adjustment is defined as a one time increase in salary granted to an employee within her/his salary range given to: (1) recognize that employee's outstanding performance of his/her duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize an increase in the employee's value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or creation of a new position must be made in collaboration with the Director of Human Resources (HR). The Director of HR is responsible for ensuring that promotions/salary

adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the Vice President of Finance and Operations will decide the issue.

Reassignment - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in her/his judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the effected employee's salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

Transfer - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position on a lower salary range, the employee will be placed at approximately the same position on the lower salary range as the employee held on the higher salary range. For example, an OPSS I level employee whose salary is at the 25th percentile of the that salary range moving to an OPSS II salary range position would be placed approximately at the 25th percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

F. Work Schedule

Hours - The normal week for Educational Support Staff personnel is thirty seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch period. For seasonal requirements or special work demands, a Dean of Instruction may alter the official workweek.

The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.

G. Absence and Tardiness

Punctuality and regular attendance are an important factor in consideration for job retention and promotion. If an employee is going to be late or absent, he/she should notify his/her immediate supervisor. (See additional information on notification and recording)

H. Wage and Salary

1. *Pay Periods*

Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday or other College recognized holiday, paychecks will be distributed on the preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full time employees.

2. *Payroll Deductions*

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error on their paycheck, they should immediately contact the payroll benefits accountant, the vice president of finance and operations, or the human resource director and the business office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. *Compensatory Time*

Statement of Principle

Labette Community College's practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to: ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College.

Procedure

The Director of Human Resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master

compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with approval of their supervisor.

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource department. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action.

In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate Dean of Instruction, each department of the College which employs non-exempt staff may establish a specific department wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 37 ½ hours per week, which is to be handled differently than that department's usual practice must be agreed to by the appropriate Dean of Instruction, supervisor and the employee in advance of the work being performed. In the event that mutual agreement can not be reached and the supervisor requires the non-exempt employee to work the extra hours, the extra hours will be treated per the departmental work rule or this procedure if a departmental rule is not in effect.

Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour worked over 37 ½ hours per workweek. If an hourly employee works more than 7 ½ hours in a day, the supervisor may elect to give the employee time off during the same week on the basis of one extra hour worked to one hour off in lieu of comp time.
(See Policy 8.05 for additional information)

Every eligible employee may accrue up to 75 hours of compensatory time (equivalent to 50 hours worked). In the event that an eligible employee accrues more than 75 hours of compensatory time, the excess over 75 hours will be paid to the employee no later than the next regular pay day following posting of the accrued hours. Payment for compensatory time in excess of 75 hours will be made at the rate currently earned by the employee.

Employees who are transferred to another department or division at the request of the College administration retain their accrued compensatory time and the new department will assume the liability. If a non-exempt employee's status is changed to being exempt by the College for any reason, the employee will be paid for all accrued compensatory time not later than the next pay day following the status change.

Employees leaving employment for any reason will be paid for all of their remaining accrued compensatory time on their final paycheck. Payment of compensatory time to employees leaving employment will be based on the higher of:

- a. the average regular rate of pay for the previous three years of employment, or
- b. the final regular rate of pay received by the employee prior to termination.

All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms. (*See Policy 8.05*)

Under FLSA rules, employers must make compensatory hours readily available for use by their employees and may set reasonable limitations on use. Employees will notify their supervisor of their intent to take compensatory time no less than 2 full working days (a week's notice is preferred) prior to the start of such leave except in exceptional circumstances. Supervisors will grant the leave requested unless doing so will unreasonably disrupt the operations of the department. (Refusal due to simple inconvenience to the supervisor or department will not be considered an acceptable reason to deny leave.)

Employees who feel they have unreasonably been denied the opportunity to use compensatory time by their supervisor may appeal their supervisor's decision directly to the Director of Human Resources. The Director of Human Resources will consult with the appropriate Dean of Instruction or the President, in cases where the supervisor is also the Dean of Instruction, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

4. *Employment Letter*

Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. *Pay Increases*

Each employees' compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification or recently hired personnel. See Also Procedure 10.03 Classification Appeal/Review and Procedure 10.030 Administrative Classification Appeal/Review)

I. Health Insurance

Health insurance benefits will be provided for full-time employees and or part time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract, the Board of Trustees will pay 95 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part time health insurance benefits at the part time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. Social Security

Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employees' paycheck with a matching contribution made by the College.

L. Workers Compensation

Each employee of the College is covered by workers compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor in turn will file a written report of accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank or receive work compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. Waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If worker is off for three consecutive weeks, then employer shall pay worker TTD for waiting period. (See also Policy/Procedure, Return to Work Program, 10.17, Sick Leave & FMLA policy).

M. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Week of Independence Day
6. Labor Day
7. Veteran's Day
8. Week of Thanksgiving Day
9. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (*See Policy 8.06 for further information.*)

N. Vacation

Vacation leave is accrued at one day a month for Educational Support Staff hired to work 12 months per year and 20 or more hours per week. For full time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal or grant year that may be used in the same manner as vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal days. Vacation leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible. (*See Policy 8.07 for further details*)

O. Sick Leave

Each Educational Support Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal or grant year as appropriate.

At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days sick leave will be granted. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. If an employee elects to contribute days to the sick leave bank, his/her sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 or more working days.

Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing and unusual. The President may approve additional days in unusual circumstances. *See Policy 8.08 for further information)*

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see **Policy 2.08, Family and Medical Leave Act (FMLA) Compliance**, for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted her/his sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick

leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. (See Policy 8.09 for details)

Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Labette Community College will scholarship tuition, incidental and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition, material and incidental fees for noncredit courses, seminars, and workshops. (See Policy 8.10 for Book Loans and Policy 8.11 for Taking Classes during Working Hours).

S. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

T. Tax Sheltered Annuity Proposal

Beginning in September 2009, and revised May 9, 2011, LCC will match contributions of up to \$40 per month or \$480 per year to a tax sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

U. Discipline And Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

V. Grievance

Introduction

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

Definition

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday and College holidays. Interpretation of working days shall be the responsibility of the Director of Human Resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the President. A non-renewal notice by the College is not a grievable action.

Procedures

Level 1 – The employee shall first submit the grievance in writing to his/her immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date he/she receives the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee’s grievance is not satisfactorily resolved with her/his Vice President, the employee may submit such grievance in writing on the appropriate grievance form to the office of the President. This step must be taken within five (5) working days after the Vice President’s decision to the employee under Level 2. The President (or designee) will review the employee’s grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

W. Reduction in Force

If the Board decides that the size of non instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors will be retained.

Any employee who has not been reemployed as a result of the non instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non instructional staff would qualify. The president will recommend to the Board reinstatement of any non instructional staff he/she seems qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non instructional staff after a period of one year from the date of exit

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and or job searches up to one year

Revised: 10/9/06

Revised: 2/11/10

Revised: 12/9/10

Revised: 11/17/11
Revises: 3/13/14
Revised: 11/13/14
Revised: 5/7/15

**POLICY 9.01 PROFESSIONAL EMPLOYEES: CONDITIONS OF
EMPLOYMENT**

DRAFT 1/12/17

A. General

Each instructor shall perform the duties and services necessary to the position for which employed, shall make and file reports required by the Board or President, shall cooperate with the Administration in the development and execution of the instructional program, and shall perform such other services as may be mutually agreed upon by the Administration and the instructor.

B. Due Process Procedures

An act concerning due process procedures upon termination of non-renewal of teachers' contracts; providing for the disposition of certain costs of hearings thereon; is stated in SB 460, amending KSA 1974 Supp. 72-5436 to 72-5440, 75-5442, 72-5443, and 72-5445.

(Copies of this law may be reviewed in the office of the President or Vice President of Academic Affairs or obtained from the Faculty Senate.)

C. Professional Compensation

Salary for instructors covered by the Master Agreement shall be in accordance with current salary schedule.

(See Master Agreement, Article XVI.)

D. Meetings

See Master Agreement.

E. Office Hours

See Master Agreement.

F. Personnel Policies

Written personnel policies are instrumental in guiding the judgment of all persons concerned with the educational program. Written policies establish definite relationships among participants by setting standards to which all parties accept the responsibility of conforming.

(See Master Agreement)

G. Retirement

(See Master Agreement)

H. Teaching and Evaluation of Instruction

(See Master Agreement, Appendix D)

I. Qualifications

Labette Community College abides by ~~Criteria for Accreditation and Assumed Practices of the Higher Learning Commission of the North Central Association of Colleges and Schools~~ the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. ~~Specifically related to faculty qualifications are Criterion 3.A.3 “the institution’s program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality”, Criterion 3.C.2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs, and Criterion 4.A.4. “The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning (course) outcomes and levels of achievement to its higher education curriculum” and Assumed Practice B.2.a. “Instructors ... possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.~~ These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

~~When determining acceptable qualifications of its faculty, LCC gives primary consideration to the highest earned degree in the discipline in conjunction with related work experiences, competence, and teaching effectiveness.~~

Faculty teaching general education (transfer) courses (such as English, Math, Liberal Arts, Sciences) ~~will meet~~ are required to have the following qualifications:

- ~~Master's degree or higher in the teaching discipline or subfield taught.~~ ~~related field; or~~
- ~~Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or A~~ Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.
- ~~Enrollment Partnership Agreement. Master's degree in an educational area (i.e. education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or~~
- ~~In extenuating circumstances: Bachelor's degree in the teaching discipline or related field with at least 3 years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard requires review and approval of the Vice President of Academic Affairs, an annual student and administrative evaluation, and the stipulation that the same final exam as is given in a representative section of the same course taught at the college will be used as the final exam in this course per standards of the KBOR Concurrent~~
- Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:

Bachelor's degree and or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.

- Faculty teaching non-transfer courses including developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.
- Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.
- Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.

The Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation. If the potential instructor is not properly credentialed, the

Dean of Instruction may approve a Degree/Credentialing plan to ensure full compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.

~~Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.~~

In addition to meeting the HLC required faculty qualifications, faculty teaching concurrent general education courses must meet the requirements of the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement between the high school and Labette Community College.

~~Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.~~

~~Faculty teaching non-transfer courses including Career Technical Education (CTE) courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.~~

J. Leave of Absence Policy

Upon request and subject to approval by the Board of Trustees, a faculty member may be allowed to take a leave of absence for up to one year in duration. These leave requests are to be limited to requests for study in an academic area approved by the Board of Trustees. The pertinent items relating to this Leave of Absence are as follows:

A faculty member shall:

1. Be employed for at least two (2) years before being eligible for a leave of absence. Application for leave may be submitted during the second semester of the second year.
2. Receive no remuneration from LCC during this leave period.
3. Be allowed to retain accumulated sick leave credit during the leave period. No credits will accrue during the leave period.
4. Be allowed to remain within the LCC medical health insurance group during this leave period. No portion of the premium will be paid by the Board during this leave period and prior arrangements must be made with the administration for these payments to be made.

5. Be reassigned in a comparable position with the one held prior to the leave period provided a vacancy exists and the request for reassignment to active employment is made on or before February 15 of the school year previous to reinstatement. If the date of return from Leave of Absence is other than the beginning of the contract year, then reinstatement of the faculty member will be subject to a vacancy occurring for which the instructor is qualified to fill as determined by the administration.

K. Reduction-in-Force

When one or more instructors are to be terminated or demoted because of a change in the size or nature of the student population, unavoidable budgetary limitations or similar factors affecting the overall operation of the College, part-time instructors shall be terminated first, provided full-time instructors are qualified replacement.

If after the above procedure has been followed it becomes necessary to reduce the instructional staff, the instructor or instructors to be terminated or transferred shall be determined on a seniority basis, provided that the affected instructor is qualified to perform the work of the instructor who is to be terminated.

Seniority is defined as: (Subject to Kansas continuing contract law)

1. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.
2. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.
3. In the event the above two items are equal, educational qualifications will be used.
4. In the event the above three items are equal, performance evaluations and experience will be considered.

With respect to the application of the above, termination shall be made in inverse order of length of service from the most recent date of employment at the College.

Before terminating a faculty member, the College administration shall make a reasonable effort to place them in another suitable position within the College.

Revised: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 1/12/17

Agenda Item: VII.D.
Date: March 9, 2017

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

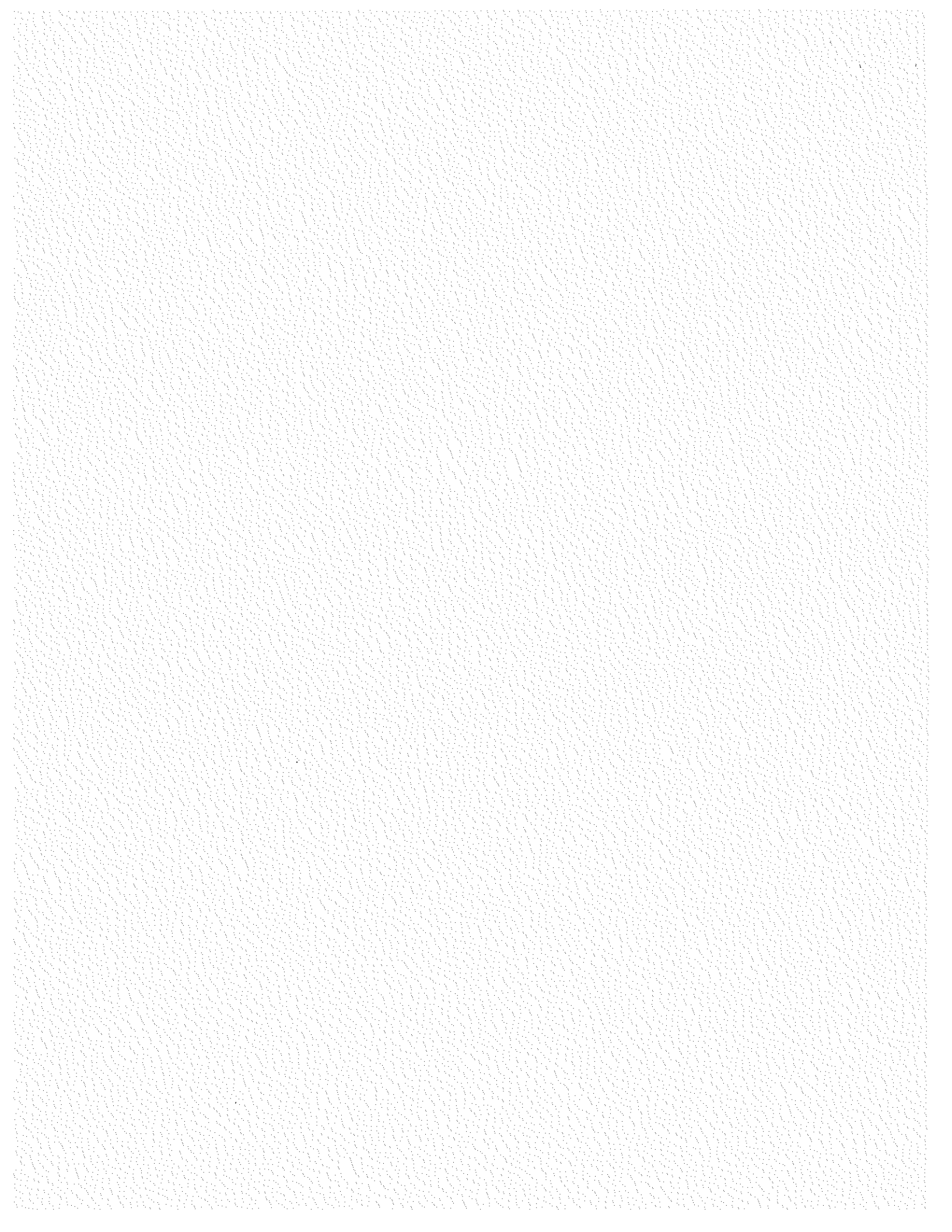
Kansas statutes require Board of Trustees' approval of all expenditures.

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

Approval is recommended.



LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/3/2017

EXHIBIT 6

Check Number	Vendor	Description	Account Number	Amount	Total
116429	A T and T	Phone Service	11-6501-631-000	\$296.26	
		Phone Service - Cherokee Center	11-7103-631-000	\$272.42	\$568.68
116434	Butler Community College	GPCA Registration-Elizabeth Stonebe	11-4200-630-012	\$120.00	\$120.00
116435	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$33.17	\$33.17
116436	City of Parsons	Water Service	11-7102-632-000	\$1,502.50	
		Water Service	16-9482-632-000	\$154.69	\$1,657.19
116437	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.55	
		Cable - Cherokee Center	11-7103-701-000	\$84.11	\$225.66
116439	Leanna Doherty	Reimburse Mileage to Oswego	11-6201-601-000	\$21.40	\$21.40
116441	Dana M Eggers	Reimburse Mileage - Cherokee Supp	11-6403-602-000	\$33.17	\$33.17
116444	Crystal Garcia	Reimburse Mileage - Ethics Training	12-1208-602-000	\$45.14	
		Reimburse Mileage - Clinicals & Conf	12-1208-602-000	\$241.18	\$286.32
116445	Kara Good	Reimburse Lesson Supplies	12-1211-700-000	\$50.84	\$50.84
116446	Higher Education Publications Inc	Higher Ed Directory	11-6102-709-000	\$75.00	\$75.00
116448	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,000.37	
		Gas Service	11-7102-633-000	\$222.28	\$1,222.65
116449	Kansas Outdoor Advertising	January Advertising	11-6301-613-000	\$575.00	\$575.00
116450	Aaron Keal	Baseball Travel - 2/28/17	11-5502-601-000	\$500.00	\$500.00
116451	Tammy Kimrey	Reimburse ARDMS Annual Fee	12-1214-681-000	\$75.00	\$75.00
116452	Labette County Treasurer	Vehicle Registration, TR-2 & TR-3	11-6502-720-000	\$94.50	\$94.50
116453	Leigh Ann Martin	Reimburse January Mileage	12-1215-601-000	\$96.30	\$96.30
116454	Patrick E McReynolds	Reimburse Mileage - KBOR	11-6102-601-000	\$155.15	
		Reimburse Parking - KBOR	11-6102-601-000	\$5.00	\$160.15
116455	Tracie D Moon	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$66.34	\$66.34
116456	Murphy Lawn Care	Lawn Care, Cherokee	11-7103-649-000	\$180.00	\$180.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/3/2017

Check Number	Vendor	Description	Account Number	Amount	Total
116456	Murphy Lawn Care	Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$240.00	
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	
116457	Newberry Construction Company, Inc	Work Done on New Library	11-6201-659-001	\$9,153.00	\$3,960.00
116458	Overhead Door Co. of Springfield, Inc.	Door Repair & Supplies	11-7102-671-000	\$1,347.00	\$9,153.00
116459	Pepsi-Cola	Pepsi Bag in the Box	16-9684-743-000	\$673.48	\$1,347.00
116460	Ryan S. Phillips	Softball Travel - 2/28/17	11-5509-601-000	\$250.00	\$673.48
116461	Ryan S. Phillips	Softball Travel - 2/16/17	11-5509-601-000	\$250.00	\$250.00
116463	Scott Stallman	Reimburse Mileage - Presidential Sea	11-6504-690-000	\$450.47	\$250.00
116465	US Foods, Inc	Supplies	16-9684-701-000	\$79.40	\$450.47
		Food	16-9684-743-000	\$987.66	\$79.40

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/3/2017

Check Number	Vendor	Description	Account Number	Amount	Total
116465	US Foods, Inc	Food	16-9684-743-000	\$1,303.15	\$2,370.21
116466	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.29	
		Custodians Phone Charges	11-7102-649-000	\$182.56	\$430.85
116467	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
116468	Westar Energy, Inc	Electricity	11-7102-634-000	\$13,464.67	
		Electricity - Cherokee Center	11-7103-634-000	\$1,205.71	
		Electricity	16-9482-634-000	\$792.59	\$15,462.97
				<u>\$40,318.42</u>	

11-General Fund	\$35,818.99
12-Postsecondary Technical Education Fund	\$508.46
16-Auxillary Ent Fund	\$3,990.97
67-Capital Outlay	\$0.00
	<u>\$40,318.42</u>

Checks approved for release prior to Board action

President

Deanna Scheidt
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

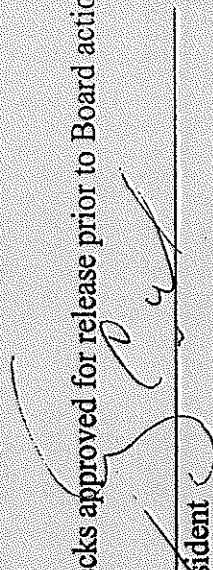
2/10/2017


Check Number	Vendor	Description	Account Number	Amount	Total
116469	A T and T	Internet	11-6401-631-000	\$3,558.25	\$3,558.25
116470	American Historical Association	AHA Membership - Tim Miller	11-4200-630-016	\$125.00	\$125.00
116473	Jody Burzinski	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$99.51	\$99.51
116474	CableONE	Cable Service	11-7202-648-000	\$90.62	\$90.62
116475	Alexander J Coplon	Reimburse Mileage - Recruiting	11-5502-603-000	\$217.21	\$217.21
116476		Refund Book - Paid by Check	16-9381-740-000	\$48.60	\$48.60
116479	Ross Harper	Reimburse Mileage - Recruiting (9)	11-5302-601-000	\$490.06	\$490.06
116481	Kansas Library Association	CULS Conf Registration-Scott Zollars	11-4101-701-000	\$110.00	\$110.00
116482	Aaron Keal	Reimburse Mileage - KJCCC Meeting	11-5506-601-000	\$134.82	\$134.82
116484		Returned Book	16-9381-740-000	\$183.60	\$183.60
116485	Benjamin McKenzie	Wrestling Nationals Travel 2/22/17	11-5505-601-000	\$2,000.00	\$2,000.00
116486	Benjamin McKenzie	Wrestling Regional Travel 2/10/17	11-5505-601-000	\$500.00	\$500.00
116487	NAPHE	Registration - Julie Page	12-1246-630-000	\$500.00	\$500.00
		Registration - Bruce Bowles	12-1246-630-000	\$500.00	\$500.00
		Registration - Crystal Garcia	12-1246-630-000	\$500.00	\$500.00
		Registration - Rhonda Gilpin	12-1246-630-000	\$500.00	\$500.00
		Registration - Cheryl Smith	12-1246-630-000	\$500.00	\$500.00
		Registration - Kim Beachner	12-1246-630-000	\$500.00	\$500.00
116489	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$36.23	\$36.23
116490	Mark Watkins	Reimburse Meal - KCCLI Meeting	11-4202-601-000	\$13.90	\$13.90

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	2/10/2017	Account Number	Amount	Total
116490	Mark Watkins	Reimburse Mileage - KCCLJ Meeting		11-4202-602-000	\$130.54	\$144.44
					<u>\$10,738.34</u>	
		11-General Fund	\$7,506.14			
		12-Postsecondary Technical Education Fund	\$3,000.00			
		16-Auxiliary Ent. Fund	\$232.20			
		67-Capital Outlay	<u>\$0.00</u>			
			<u>\$10,738.34</u>			

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/16/2017

Check Number	Vendor	Description	Account Number	Amount	Total
116507	Accident Fund	Workman's Comp	11-6501-590-001	\$3,286.40	\$3,286.40
116508	Amazon.com LLC	Educational Textbooks	11-1107-700-000	\$94.30	
		Supplies	11-4203-701-000	\$26.03	
		Supplies	11-4203-701-000	\$358.10	
		Supplies	11-4203-701-000	\$719.80	
		Video Card	11-5303-701-000	\$63.30	
		Crips and Bloods: Made in America D	11-6401-701-000	\$13.99	
		IT Supplies	11-6401-701-000	\$136.78	
		Canon XA30 Professional Camcorder	11-6403-850-000	\$1,599.00	\$3,011.30
116510	B P	Gasoline	11-6502-720-000	\$557.75	\$557.75
116511	CableONE	Ted Hill Internet	11-6401-631-000	\$87.95	\$87.95
116512	Cavallo Bus Lines, Inc	Bus Trip, WBB/MBB, Highland	11-6502-720-000	\$1,606.00	
		Bus Trip, WWB/MBB, Kansas City	11-6502-720-000	\$1,033.00	\$2,639.00
116513	FedEx Express	Package Shipping (3)	11-5303-701-000	\$56.59	\$56.59
116514	Brittany Haley	Reimburse Olym WeightliftingBook/Vi	11-5507-601-000	\$311.44	
		Reimburse Freezer Ice Bags	11-5507-701-000	\$142.93	\$454.37
116516	Kansas Department of Revenue	Printshop Sales Tax/January	11-6503-701-000	\$1.70	
		Bookstore Sales Tax/January	16-0000-216-001	\$9,620.93	
		Food Service Sales Tax/January	16-0000-216-002	\$346.63	\$9,969.26
116518	Kansas Gas Service	Gas Service	11-7102-633-000	\$1,094.05	
		Gas Service - Cherokee Center	11-7103-633-000	\$253.38	
		Gas Service	16-9482-633-000	\$136.66	\$1,484.09
116520		Refund Book - Paid by Check	16-9381-740-000	\$65.55	\$65.55
116521		Refund Book - Paid by Check	16-9381-740-000	\$128.92	\$128.92
116523	N THERM, LLC	Gas Service	11-7102-633-000	\$104.13	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/16/2017

Check Number	Vendor	Description	Account Number	Amount	Total
116523	N THERM, LLC	Gas Service	11-7102-633-000	\$1,085.39	
		Gas Service	11-7102-633-000	\$821.05	
		Gas Service	11-7102-633-000	\$224.29	
		Gas Service	16-9482-633-000	\$196.26	\$2,431.12
116524	Pepsi-Cola	Fountain Pop	16-9684-701-000	\$255.43	\$255.43
116525	Mitchell A Rolls	Reimburse Meal - Recruit Visit	11-5503-603-000	\$70.02	
		Reimburse Mileage - Recruiting (3)	11-5503-603-000	\$365.94	
		Reimburse Meals - Recruiting	11-5503-603-000	\$29.63	
		Reimburse Post Game Team Meal	11-5503-701-000	\$67.06	\$532.65
116526	Touchtone Communications	Long Distance	11-6501-631-000	\$110.13	
		Long Distance - Cherokee Center	11-7103-631-000	\$21.83	\$131.96
116527		Refund Book - Paid by Check	16-9381-740-000	\$77.57	\$77.57
				<u>\$25,169.91</u>	

11-General Fund	\$14,341.96
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$10,827.95
67-Capital Outlay	\$0.00
	<u>\$25,169.91</u>

Checks approved for release prior to Board action

President



Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/23/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117025	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
117026	Bay Bridge Administrators, LLC f/b/o	SEmployees 403(b) Contributions	11-0000-258-000	\$13,753.00	
		Cancer Premiums	11-0000-273-000	\$333.58	
		Disability Premiums	11-0000-275-000	\$595.30	
		Term Life Insurance Premiums	11-0000-276-000	\$769.29	
		Employer Matching 403(b)	11-6501-590-001	\$3,740.00	\$19,191.17
117027	Carl B. Davis, Trustee	Garnishment	11-0000-270-000	\$675.00	\$675.00
117028	L C C Faculty Association	Faculty Dues	11-0000-264-000	\$992.18	\$992.18
117029	L C C Foundation	Employee Contributions	11-0000-268-000	\$680.00	\$680.00
117030	PHEAA	Garnishment	11-0000-270-000	\$54.20	\$54.20
117031	Security Benefit Life Insurance Co.	Medical Reimb/Child Care	11-0000-277-000	\$1,551.66	\$1,551.66
				<u>\$23,294.60</u>	

11-General Fund	\$23,294.60
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$23,294.60</u>

Checks approved for release prior to Board action

President

James D. Johnston
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/24/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117032	A T and T	Phone Service	11-6501-631-000	\$4,810.14	\$4,810.14
117034	Bank of Parsons	Principal - Zetmeir Building	11-6201-761-000	\$27,955.08	
		Interest - Zetmeir Building	11-6201-762-000	\$999.37	\$28,954.45
117036	Cavallo Bus Lines, Inc	Bus Trip, WBB/MBB	11-6502-720-000	\$826.00	
		Bus Trip, WBB/MBB	11-6502-720-000	\$1,320.00	\$2,146.00
117040	Tammy Fuentes	Reimburse KCSAA Meeting	11-5701-601-000	\$35.00	\$35.00
117041	Brittany Haley	Reimburse Supplies	11-5507-701-000	\$51.44	\$51.44
117042	Ross Harper	Reimburse Mileage - Recruiting (8)	11-5302-601-000	\$530.19	\$530.19
117043	J R C - D M S	JRC-DMS Accreditation Fee	12-1214-670-000	\$800.00	\$800.00
117045	Joe Smith Company, Inc	Concessions Spring 2017	16-9381-742-000	\$173.62	
		Concessions Spring 2017	16-9381-742-000	\$235.96	\$409.58
117047	KCKCC	AKCCOP Conf Registration	11-6501-601-000	\$150.00	\$150.00
117048	Aaron Keal	Baseball Travel - 3/1/17	11-5502-601-000	\$2,200.00	\$2,200.00
117049	Aaron Keal	Baseball Travel - 3/11/17	11-5502-601-000	\$500.00	\$500.00
117050	Aaron Keal	Baseball Travel - 3/18/17	11-5502-601-000	\$500.00	\$500.00
117051	Aaron Keal	Baseball Travel - 3/21/17	11-5502-601-000	\$500.00	\$500.00
117052	Aaron Keal	Baseball Travel - 3/25/17	11-5502-601-000	\$500.00	\$500.00
117053	Aaron Keal	Baseball Travel - 3/30/17	11-5502-601-000	\$500.00	\$500.00
117054	KJCCC	Baseball Officials Spring 2017	11-5502-680-000	\$6,344.00	\$6,344.00
117055	Leigh Ann Martin	Reimburse Roll Cart & Med Cab-Dent	12-1215-700-000	\$59.98	\$59.98
117058	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$656.00	\$656.00
117059	Ryan Seme	Reimburse Mileage - Meetings (10)	12-4204-601-000	\$463.86	\$463.86
117060	Wal-Mart Community	Connection Cards for SB Games Live	11-5509-701-000	\$35.00	
		Presidential Search Misc	11-6504-690-000	\$57.14	\$57.14
		Presidential Search Misc	11-6504-690-000	\$56.33	\$56.33

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/24/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117060	Wai-Mart Community	Cherokee Center Supplies	11-7103-701-000	\$76.68	
		Hot Chocolate Bar Supplies	11-7103-701-000	\$45.76	
		Stethoscopes	12-1215-700-000	\$19.68	
		Food	16-9684-743-000	\$31.46	
		Food	16-9684-743-000	\$13.58	
		Food	16-9684-743-000	\$53.45	
		Food	16-9684-743-000	\$52.56	
		Food	16-9684-743-000	\$48.18	
		Food	16-9684-743-000	\$59.65	
		Food	16-9684-743-000	\$110.56	
		Food	16-9684-743-000	\$112.73	
		Food	16-9684-743-000	\$26.45	
		Food	16-9684-743-000	\$58.67	\$857.88
				<u>\$50,968.52</u>	

11-General Fund	\$48,648.13
12-Postsecondary Technical Education Fund	\$1,343.52
16-Auxillary Ent Fund	\$976.87
67-Capital Outlay	\$0.00
	<u>\$50,968.52</u>

Checks approved for release prior to Board action

President

Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117062	1 Better LLC	15 Second Movie Theatre Ads	11-6301-613-000	\$283.34	\$283.34
117063	Ace Hardware, Inc.	Gloves	11-7102-649-000	\$3.59	
		Grille Sidewal	11-7102-649-000	\$10.99	
		Garden Sprayer	11-7102-649-000	\$33.98	
		Razor Blades, Cable Ties	11-7102-649-000	\$13.97	
		Cable Ties	11-7102-649-000	\$5.99	
		Facilities Supplies	11-7102-649-000	\$7.99	
		Batteries, Screw Driver	11-7102-649-000	\$7.58	
		Spray Paint	11-7102-649-000	\$9.98	
		Timer	11-7102-649-000	\$17.99	
		Acid and Gloves	11-7102-649-000	\$10.18	
		Facilities Supplies	11-7102-649-000	\$9.98	
		Light Bulbs, Scissors	11-7102-649-000	\$11.97	
		Filters	11-7102-649-000	\$79.98	
		Superglue	11-7102-649-000	\$2.49	
		Cable Ties	11-7102-649-000	\$85.87	
		Socket and Drill Bit	11-7102-649-000	\$13.98	
		Vinegar	11-7102-649-000	\$3.99	
		Labels	11-7102-671-000	\$1.49	
		Pine Sol	11-7102-702-000	\$3.49	
		Garbage Disposal	16-9482-701-000	\$219.99	\$555.47
117064	American Media Investments	January Advertising	11-6301-613-000	\$189.00	\$189.00
117065	Best Western Parsons Inn	Presidential Search - Todd Carter	11-6504-690-000	\$192.92	
		Presidential Search - Scott Stallman	11-6504-690-000	\$192.92	\$385.84
117066	B's Massage and Yoga	SPEC12500030-AllYoga- 7 Students	11-1133-523-001	\$462.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117066	B's Massage and Yoga	SPEC12500029-WarmYoga- 10 Stud	11-1133-523-001	\$462.00	
		SPEC12500028-VinyYoga- 7 Student	11-1133-523-001	\$462.00	
		SPEC12500027-YinYoga - 12 Studen	11-1133-523-001	\$462.00	
		SPEC12500026-HotYoga- 5 Students	11-1133-523-001	\$385.00	
		SPEC12500025-Pilates- 5 Students	11-1133-523-001	\$385.00	
		SPEC12500024-RestorYoga- 5 stude	11-1133-523-001	\$385.00	
		SPEC12500023-IntermYoga- 12 Stud	11-1133-523-001	\$462.00	
		SPEC12500022-BegYoga- 12 Studen	11-1133-523-001	\$462.00	\$3,927.00
117067	C D W Government Inc	MS Surface Pro 4 Educational Bundle	11-4200-630-031	\$600.00	
		Lexmark Printers	11-6401-701-000	\$1,443.64	
		SanDisk Standard-flash memory card	11-6403-701-000	\$56.72	
		Premier Mounts Polaris Universal Pro	11-6403-701-000	\$317.56	\$2,417.92
117068	Chanute Tribune	Business Card Directory Ads	11-6301-613-000	\$88.00	
		Business Card Directory Ads	11-6301-613-000	\$88.00	\$176.00
117069	Cherokee County News Advocate	Cherokee County News Advocate Ne	11-4101-704-001	\$52.00	
		Concurrent Courses Ad - November	11-6301-613-000	\$50.00	
		Concurrent Courses Ad - November	11-6301-613-000	\$50.00	
		Concurrent Courses Ad - November	11-6301-613-000	\$49.90	
		Concurrent Courses Ad	11-6301-613-000	\$50.00	
		Concurrent Courses Ad	11-6301-613-000	\$50.00	
		Concurrent Courses Ad	11-6301-613-000	\$50.00	\$351.90
117070	City of Parsons	Security 1/21 Game/Cheryl Siu	11-5506-576-000	\$58.40	
		Security 1/25 Game/Chery Siu	11-5506-576-000	\$58.40	\$116.80
117071	Community-News Digital	Digital Marketing	11-6301-613-000	\$800.00	\$800.00
117072	Copy Products Inc	Konica 7022Copier Repair	11-6503-648-000	\$161.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117072	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$182.63	\$343.63
117073	Corporate Business Systems of MO, InSavin Copier Maintenance		11-6503-648-000	\$175.22	\$175.22
117074	Data Source Media, Inc	MS410 Toner	11-6401-701-000	\$840.28	
		HP Toners	11-6503-701-000	\$1,516.47	\$2,356.75
117075	Document Destruction Inc	Bulk Shredding Service	11-6503-701-000	\$187.50	\$187.50
117076	Electrolife Battery, INC	Batteries	11-7102-649-000	\$48.96	
		Batteries	11-7102-649-000	\$211.54	\$260.50
117077	Fastenal Company	Cable Ties	11-7102-649-000	\$10.18	
		Cable Ties	11-7102-649-000	\$18.79	
		Facilities Supplies	11-7102-649-000	\$1.16	
		Cable Ties	11-7102-649-000	\$10.18	
		Cable Ties and Lags	11-7102-649-000	\$19.74	\$60.05
117078	Framing Memories	Framing	11-1101-702-000	\$157.46	\$157.46
117079	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$61.37	
		Supplies	16-9684-701-000	\$291.99	
		Supplies	16-9684-701-000	\$87.55	
		Supplies	16-9684-701-000	\$90.11	
		Supplies	16-9684-701-000	\$171.33	
		Food	16-9684-743-000	\$1,811.91	
		Food	16-9684-743-000	\$845.53	
		Food	16-9684-743-000	\$1,167.56	
		Food	16-9684-743-000	\$834.10	
		Food	16-9684-743-000	\$563.94	\$5,925.39
117080	Mark L Harding	Plumbing Maintenance	11-7102-649-000	\$150.00	\$150.00
117081	Hillyard/Springfield	Custodial Supplies	11-7102-702-000	\$270.92	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117081	Hillyard/Springfield	Gymnasium Maintenance Supplies	11-7102-702-000	\$517.90	
		Disinfectant Wipes	11-7102-702-000	\$256.40	
		Custodial Supplies	11-7102-702-000	\$1,500.49	
		Hand Sanitizer	11-7103-702-000	\$280.38	
		Custodial Supplies, Cherokee	11-7103-702-000	\$1,450.58	\$4,277.17
117082	Hubert Company, LLC	Panini Grill	16-9482-701-000	\$826.51	
		Grill Wire Brush	16-9482-701-000	\$29.05	\$855.56
117083	Terry Hunter	Sheet Rock, Texturing, Painting, Cher	11-7103-649-000	\$1,076.25	\$1,076.25
117084	InfoGroup, Inc.	Book	11-4101-703-000	\$200.00	\$200.00
117085	J P Golf Shop, LLC	Scrubber Batteries	11-7102-649-000	\$358.00	\$358.00
117086	Jenzabar, Inc.	Credit Funds Custom Maintenance	11-6401-646-001	\$1,000.00	\$1,000.00
117087	Jock's Nitch/Parsons	Power Alley Cleats for BB Team	11-5502-701-000	\$1,471.98	
		Clima-Lite Sleeves for Team Red/Blar	11-5502-701-000	\$1,501.74	
		Softball Supplies	11-5509-701-000	\$147.50	
		Softball Supplies	11-5509-701-000	\$6,566.50	\$9,687.72
117088	Jugs Sports	L Screen for Baseball Field	11-5502-701-000	\$629.60	\$629.60
117089	K A S F A A	KASFAA Annual Membership Fee	11-5201-711-000	\$150.00	\$150.00
117090	K F J X - TV	January Advertising	11-6301-613-000	\$450.00	
		January Advertising	11-6301-613-000	\$125.00	\$575.00
117091	K L K C	January Advertising	11-6301-613-000	\$300.00	\$300.00
117092	K O A M - TV	January Advertising	11-6301-613-000	\$1,385.00	\$1,385.00
117093	K O D E - TV	January Advertising - RSNF	11-6301-613-000	\$500.00	
		January Advertising - KODE	11-6301-613-000	\$745.00	
		January Advertising - KSNF	11-6301-613-000	\$500.00	\$1,745.00
117094	K S Y N-FM	January Advertising	11-6301-613-000	\$1,025.00	\$1,025.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117095	Kitchen Pass, Inc.	Presidential Search	11-6504-690-000	\$84.44	
		Presidential Search	11-6504-690-000	\$69.40	
		Presidential Search	11-6504-690-000	\$80.12	
		Presidential Search	11-6504-690-000	\$47.86	
		Fire School Advisory Committee	12-4204-709-000	\$131.53	\$413.35
117096	George Knox	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
117097	Labette Avenue	Barefoot in The Park Ad	11-6301-613-000	\$80.00	\$80.00
117098	Locke Supply Co	Toilet Seat, Grab Bar	11-7103-649-000	\$238.48	
		Grab Bar for Handicapped Restrooms	11-7103-702-000	\$206.90	\$445.38
117099	Marmic Fire and Safety Co Inc	Kitchen Inspection	11-7202-648-000	\$174.80	\$174.80
117100	McCarty's Office Machines Inc	Nursing Copier Repair	11-6503-648-000	\$140.35	
		Office Supplies	11-6503-701-000	\$159.61	\$299.96
117101	Medco Sports Medicine	Supplies	11-5507-701-000	\$5.12	
		Supplies	11-5507-701-000	\$645.23	\$650.35
117102	Nasco	Art Supplies	11-1101-700-000	\$35.06	
		Art Supplies	11-1101-700-000	\$723.06	
		Art Supplies	11-1101-700-000	\$67.65	
		Merchandise Spring 2017	16-9381-741-000	\$109.31	\$935.08
117103	National Business Education Association	NBEA Dues - Robert Bartelli	11-4200-630-008	\$90.00	\$90.00
117104	P1 Group Inc	Motor Replacement	11-7102-649-000	\$476.01	
		Plumbing Maintenance	11-7102-649-000	\$2,747.15	
		Replace Motor on Dorm Unit	11-7102-649-000	\$225.15	
		Replace Chiller Sensors	11-7102-649-000	\$331.95	
		Monthly Contract	11-7103-649-000	\$500.00	
		Replace Sensors and Motor, Cherokee	11-7103-649-000	\$700.94	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117104	P1 Group Inc	Monthly Contract	11-7202-648-000	\$4,496.00	\$9,477.20
117105	Parsons Sun	Barefoot in the Park Ad	11-6301-613-000	\$113.50	
		Community Meet Ad - Presidential Ca	11-6504-690-000	\$56.75	
		Community Meet Ad - Presidential Ca	11-6504-690-000	\$56.75	
		Community Meet Ad - Presidential Ca	11-6504-690-000	\$113.50	\$340.50
117106	Pitney Bowes Inc.	Postage Machine Rental	11-6503-641-000	\$1,437.00	\$1,437.00
117107	PreCheck, Inc.	Background Checks - Nursing Inst	11-6504-672-000	\$51.25	\$51.25
117108	Remnant Cafe'	Volleyball Recruit Meal	11-5504-603-000	\$29.21	\$29.21
117109	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
117110	Henry Schein, Inc.	Nomad Pro rechargeable battery hand	12-1215-700-000	\$441.90	
		Lab supply	12-1215-700-000	\$65.57	
		Lab supply	12-1215-700-000	\$81.61	
		Dental Supplies for Lab	12-1215-700-000	\$363.04	\$952.12
117111	Southeast Kansas Library System	2017 Contribution to e-Books at SEKL	11-4101-710-000	\$480.00	\$480.00
117112	Styers Equipment Company	Oki Toner/Drums	11-6503-701-000	\$1,620.21	\$1,620.21
117113	T & E Auto Sales	Vehicle Detail, RV-27	11-6502-720-000	\$131.30	
		Vehicle Maintenance, RV-27	11-6502-720-000	\$51.63	\$182.93
117114	The CORE - Labette Health	SPEC12500006-Aquasize- 19 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500005-Aquasize- 19 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500004-Aquasize- 20 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500003-Aquasize- 18 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500002-Aquasize- 21 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500001-Arthritis- 18 Students	11-1133-523-001	\$1,386.00	
		SPEC12500008-Aquasize- 18 Studen	11-1133-523-001	\$1,386.00	
		SPEC12500007-Arthritis- 19 Students	11-1133-523-001	\$1,386.00	\$11,088.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

2/28/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117115	The Wright Signs	Conference Room Signage	11-7102-649-000	\$260.00	\$260.00
117116	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$36.13	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$50.94	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$56.77	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.84	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$78.39	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$39.20	\$868.40
				<u>\$74,859.81</u>	

11-General Fund	\$66,509.11
12-Postsecondary Technical Education Fund	\$1,083.65
16-Auxiliary Ent Fund	\$7,267.05
67-Capital Outlay	\$0.00
	<u>\$74,859.81</u>

