

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**May 2, 2019**

**5:30 p.m.**

**Conference Room**

**Review Copy**



**EXHIBIT 1**

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, May 2, 2019  
5:30 p.m.  
Conference Room #1, Student Success Center**

- I. Adoption of Agenda .....(Exhibit 1)
- II. Approval of April 11, 2019 Regular Meeting Minutes ..... (Exhibit 2)
- III. Approval of April 17, 2019 Special Meeting Minutes .....(Exhibit 3)
- IV. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
  - C. President’s Report
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Policy Approval .....(Agenda Item VI.A.)  
(Exhibit 4)
  - B. Course Approval .....(Agenda Item VI.B.)  
(Exhibit 5)
  - C. Program Review: Criminal Justice .....(Agenda Item VI.C.)  
(Exhibit 6)
  - D. Approval of Bills.....(Agenda Item VI.D.)

VII. 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 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

## EXHIBIT 1

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.

- VIII. Executive session for the purpose of matters relating to the purpose of discussing employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract.

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.

- IX. Next Regular Board Meeting: Thursday, June 13, 2019, 5:30 p.m., **Conference Room, Student Success Center**

- X. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
April 11, 2019

The Board of Trustees met at 5:30 p.m. on Thursday, April 11, 2019 in the Conference Room, Student Success Center Building.

### **Members Present**

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

### **Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Janice Every  
Tammy Fuentes  
Joe Burke  
Jason Sharp  
Kevin Doherty  
Terri Leroy  
Bethany Kendrick

Lindi Forbes  
Jack Burke  
Conner O'Hara  
Joshua Elliott  
Kelsey Reeves  
David Wilson  
Kenneth Elliott  
Randee Baty  
Kathy Johnston

Megan Fugate recorded the minutes.

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

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

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

Chair McReynolds asked for corrections or additions to the March 21, 2019 regular meeting minutes. Mr. Hoskins moved to approve the minutes as presented. Mr. Landrum seconded and motion carried 6-0.

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

Chair McReynolds asked for corrections or additions to the March 26, 2019 special meeting minutes. Mr. Winchell moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

Jack Burke stated that negotiations has started and everything was going smoothly.

SGA Report

Conner O'Hara gave a brief update of upcoming events. SGA presented a check in the amount of \$459.50 to Labette County Relay for Life. Funds were raised during Homecoming week, "Color LCC for a Cure", raising awareness for cancer.

Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the March financial report at the table. At the end of March we were 75% through the year. The general fund was 70% expended and the technical education/vocational fund was 66% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Kevin Doherty gave an update on facilities projects.

President's Report

Dr. Watkins gave a short report.

PTK

Tammy Fuentes reported that they just returned from the PTK International Convention held in Orlando, Florida and announced the awards that were received.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Chiller Bids

Mr. Winchell moved to approve the bid from Design Mechanical alternate #1 with the voluntary alternate controls deduction for a cost of \$265,679. Mr. Howerter seconded and motion carried 6-0.

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

Mr. Landrum moved we recess into executive session at 5:57pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:07pm in this room. Inviting in Dr. Mark Watkins, Tammy Fuentes, Leanna Doherty, Kathy Johnston and Janice Every.

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

Mr. Hoskins seconded and motion carried 6-0

## EXHIBIT 2

Reconvened into open session at 6:07pm.

Mr. Landrum moved we recess into executive session at 6:07pm (time) for 10 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:17pm in this room. Inviting in Dr. Mark Watkins, Tammy Fuentes, Leanna Doherty, Kathy Johnston and Janice Every.

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

Mr. Howerter seconded and motion carried 6-0

Reconvened into open session at 6:17pm.

Due to the retirement of Rhonda Baker, Financial Aid Director, Mr. Hoskins moved to approve the employment letter for Theresa Hundley, current Financial Aid Counselor, to the Financial Aid Director at an annual salary of \$38,000, beginning June 1, 2019. Mr. Landrum seconded and motion carried 5-1. Mr. Winchell voted against the motion.

Due to the transfer of Theresa Hundley, Mr. Landrum moved to approve the employment letter for Keisha Richenburg, current Financial Aid Specialist, as the Financial Aid Counselor at an annual salary of \$32,500. Beginning June 1, 2019, and authorize a search for a Financial Aid Specialist. Mr. Hoskins seconded and motion carried 5-1. Mr. Winchell voted against the motion.

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

#### **Program Review: English**

The English Program Review was discussed. Dr. Kenneth Elliott and Randee Baty were in attendance to answer any questions. Mr. Landrum moved to approve the English Program Review. Mr. Winchell seconded and motion carried 6-0.

#### **Program Review: Computer Science**

The Computer Science Program Review was discussed. Jason Sharp reviewed the program review. Due to low enrollment, action plan goals will be implemented and an update will be given in a year on the status of the program. Jack Burke was in attendance to answer any questions. Mr. Hoskins moved to approve the Computer Science Program Review. Mr. Landrum seconded and motion carried 6-0.

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

## EXHIBIT 2

Mr. Winchell moved to approve the Professional Staff employment letter for Kaelyn Yeoman, part-time Assistant Volleyball Coach, for a 10-month letter, at a salary of \$19,560, beginning May 13, 2019. Mr. Taylor seconded and motion carried 6-0.

### Policy Review

Presented the following policies for review. Action will be taken at the May meeting.

- Policy 1.04 Membership of the Board
- Policy 1.15 Conflict of Interest
- Policy 2.03 Evaluation
- Policy 2.09 Use of Tobacco Products
- Policy 3.26 New Course or New Program Material
- Policy 9.01 Professional Employees: Conditions of Employment

### Approval of Bills

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

### Public Comment

Mr. Taylor informed the Trustees that on Tuesday he attended a PSU Alumni event and Rod Landrum, Lindi Forbes and Leanna Doherty were also in attendance. It was a great event.

Mr. Landrum stated that Brian Williams, CEO of Labette Health, is pleased about changing the LCC Ultrasound Program to online.

Lindi Forbes announced that the Auction for Scholarships had a record breaking year. The total amount raised was over \$53,000.

### Executive Session

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

Mr. Landrum moved to recess into executive session at 7:05pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at 7:10pm in this room. Inviting in Dr. Mark Watkins, Janice Every, Leanna Doherty, and Joe Burke. Mr. Hoskins seconded and motion carried 6-0.

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

The Board reconvened at 7:10pm taking no action.



## EXHIBIT 2

Chair McReynolds announced the special board meeting scheduled for Wednesday, April 17<sup>th</sup> at 12:00 pm in the Conference Room.

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

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 2, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

### Adjournment

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

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Megan Fugate, Clerk of the Board

DRAFT



LABETTE COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
Wednesday, April 17, 2019  
12:00 p.m.

The Board of Trustees met at 12:00 p.m. on Wednesday, April 17, 2019 in the Conference Room of the Student Success Center Building.

**Members Present**

Mr. Carl Hoskins  
Mr. Pat McReynolds  
Mr. Mike Howerter

Mr. David Winchell  
Mr. Rod Landrum

**Members Absent**

Mr. Montie Taylor

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Bethany Kendrick  
Lindi Forbes

Kevin Doherty  
Terry Hardman  
Ed Kurtz

Megan Fugate recorded the minutes.

Chair McReynolds called the meeting to order at 12:00p.m.

**Adoption of Agenda (ACTION ITEM)**

Chair McReynolds asked for changes or additions to the printed agenda. Mr. Howerter moved to approve the agenda as presented. Mr. Landrum seconded and motion carried 5-0.

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

**Factory Connection Building Bids**

Ed Kurtz and Terry Hardman were in attendance to review the bids received and answer any questions. After a discussion, Mr. Landrum moved to approve the base bid only from Greg Hinman Construction at an amount of \$211,170.00. Mr. Winchell seconded and motion carried 4-1. Mr. Howerter opposed the motion.

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

None

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

## **EXHIBIT 3**

### **Public Comment**

Mr. Howerter wanted to remind everyone that having the Public Comment section on the board agendas was originally his idea. He also wanted to say that he has heard great things about Dr. Watkins as President of the College.

Mr. Landrum wanted to look at the possibility of having a board meeting in the south end of the County.

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

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for Thursday, May 2, 2019 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mr. Howerter moved to adjourn the meeting at 12:37pm. Mr. Winchell seconded and motion carried 5-0.

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Megan Fugate, Clerk of the Board

Agenda Item #: VI.A.

Date: May 2, 2019

**SUBJECT**

Approval 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 approval:

Policy 1.04 Membership of the Board

Policy 1.15 Conflict of Interest

Policy 2.03 Evaluation

Policy 2.09 Use of Tobacco Products

Policy 3.26 New Course or New Program Material

Policy 9.01 Professional Employees: Conditions of Employment

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 1.04 Membership of the Board, Policy 1.15 Conflict of Interest, Policy 2.03 Evaluation, Policy 2.09 Use of Tobacco Products, Policy 3.26 New Course or New Program Material, Policy 9.01 Professional Employees: Conditions of Employment. Approval is recommended.



- A. Election of Members: The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in November of each odd numbered year. Their term of office shall begin on the second Monday in January following their election. 71-1401 et seq.
- B. Officers: At the regular meeting in July of each year, the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the July regular meeting will be election of officers. The chairperson from the previous fiscal year (or other presiding officer) will conduct the election of a chairperson for the current fiscal year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel.
- C. Vacancies: Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).
- D. Power to Appoint other Officers and Agents: The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
- E. Authority of Members: No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.
- F. Executive Functions: Board policies are executed under the direction of the President.

Revised: 3/12/98

Revised: 3/8/18

It shall be the policy of the Board of Trustees to conduct business in a manner that meets or exceeds compliance with K.S.A. 72-1138, K.S.A. 75-4301a, and K.S.A. 75-4302a relative to conflict of interest.

Compliance with these statutes shall be incorporated into and become a part of POLICY 5.01 - PURCHASING.

Adopted: 12/12/00

Reviewed: 6-22-15



WHEREAS, the following written policy of personnel evaluation procedure has been developed by the Board of Trustees (hereinafter referred to as "Board") of Labette Community College (hereinafter referred to as the "College") in cooperation with the instructional and administrative employees of the College, and, to the extent practicable, consideration has been given to comments and suggestions from other community interests;

THEREFORE, the following is declared to be the written policy of personnel evaluation procedure of the College:

- A. Instructional and administrative employees who are under contract for services to the College for a term of not less than nine (9) months and whose services to the College are considered their principal employment (hereinafter called "Employees") shall be evaluated in accordance with this written policy of personnel evaluation procedure (hereinafter referred to as "Evaluation Policy").
- B. All evaluations shall be in writing and evaluation documents and responses thereto shall be maintained in a personnel file for each employee (with limited availability as set forth in Section K below) for a period of not less than three (3) years from the date each evaluation is made.
- C. Every employee in the first two (2) consecutive school years of employment shall be evaluated at least two (2) times per year, and during the third and fourth years of employment, each employee shall be evaluated at least one time each academic year. After the fourth (4th) year of employment, every employee shall be evaluated at least once in every three (3) years. (College evaluation procedures currently exceed this minimum standard. For more information, see Professional Staff Policy 7.01, Educational Support Staff Policy 8.01, Adjunct Faculty Evaluation and Appendix D of Faculty Master Agreement.)
- D. Evaluations shall give consideration to the following personal qualities and attributes: Efficiency, personal qualities, professional deportment, ability, results and performance, including in the case of teachers the capacity to maintain control of students.
- E. This policy reflects community attitudes toward support for and expectations with regard to educational programs.
- F. Evaluations of the President of the College (the chief administrator employed by the Board) shall be made by the Board.

- G. Primary responsibility for making evaluations of other employees is placed upon the administrative staff, under the direction of the President, who are authorized and directed to develop, and update as needed, appropriate evaluation forms and take such other actions as are necessary to implement this policy and to make evaluations of all other employees.
- H. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity for self-evaluation.
- I. The contract of any person subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to such notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with K.S.A.72-2409, and amendments thereto.
- J. Whenever any evaluation is made of an employee, the written documents shall be presented to the employee, and the employee shall acknowledge such presentation by his or her signature thereon. At any time not later than two (2) weeks after such presentation, the employee may respond thereto in writing.
- K. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, and the appropriate administrative staff designated by the Board from time to time, (it being understood that such staff members presently designated by the Board are the employee's immediate supervisor, appropriate Vice President/Dean, Director of Human Resources and the President), the attorney for the Board upon request of the Board, and other parties as described in K.S.A.72-258, the Board and administrative staff of any school to which such employee applied for employment, and other persons specified by the employee in writing to the Board.

Revised: 9/13/06

Reviewed: 8/29/16

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, K.S.A. 21-6109 and 21-6116, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

Specifically:

1. Tobacco use in any form and/or electronic cigarettes is prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13

To ensure that the College is in compliance with Kansas statutes, Kansas Board of Regents policies and procedures, and expectations of accrediting organizations, this policy regarding New Course or New Program Approval is established.

This policy is based on K.S.A. 71-601 et seq., K.S.A. 71-1801 et seq., K.S.A. 74-32,468 and K.S.A. 74-32,402 which requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges. Further, this policy requires compliance with Chapter 71, Article 6 regarding the definition of credit hour level of courses (not to exceed course levels offered in universities at the sophomore level), standards for determining number of credit hours for courses (time-based standard or competency-based standard), and lastly that the local Board of Trustees shall direct the college President to develop a procedure to address quality issues and faculty involvement in the New Course or New Program Approval process.

Adopted: 2/11/03

Revised: 12/8/16

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 K.S.A. 72-2252 to 72-2258.

(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 the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. †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.

1. Faculty teaching general education (transfer) courses are required to have the following qualifications:
  - a. Master's degree or higher in the teaching discipline or subfield taught
  - b. 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.
  - c. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
2. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:
  - a. 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.
  - b. 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.

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

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.

#### 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, 4/13/17



Agenda Item #: VI.B.

Date: May 2, 2019

**SUBJECT**

New Program/Course Approval

**REASON FOR CONSIDERATION BY THE BOARD**

New programs/courses submitted to the Board of Regents require Board of Trustees approval.

**BACKGROUND**

Current courses are reviewed annually and new courses and programs are added to insure continuous instructional improvement. The exhibit represents new courses for addition to the LCC's curriculum by the Institutional Curriculum and Instruction Committee.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the following new/revised programs/courses:

**Courses**

- Nursing for Military Healthcare Personnel, 4 credit hours
- International Relations, 3 credit hours
- Principles of Leadership, 3 credit hours

Approval is recommended.



**List of New Courses and Programs Approved by the Curriculum and Instruction Committee (C&I)**

<b>New/Revised Course Name &amp; Course Description</b>	<b>Credit Hours</b>	<b>Code &amp; Course Number</b>	<b>Date C&amp;I Approved</b>	<b>Date Effective</b>
Nursing for Military Healthcare Personnel	4	NURS 121	4/22/2019	Fall 2020
<p>The course introduces fundamental skills, concepts, and principles of biopsychosocial needs of individuals. The nursing process provides a foundation for holistic nursing care, and presents basic concepts of drug calculation, administration, and classification of drugs, and nursing implications. Drug calculation must be passed with 94% before clinical administration of medication. It also identifies important aspects of the nursing profession, such as historical, ethical, and legal issues. This class will introduce the role of the nurse as a member of the health care team and provides a foundation for nursing education and care using Maslow's Hierarchy of Needs. Nursing care of the older adult is introduced. Simulated skills are practiced in the nursing laboratory. Students will attend supervised clinical in the hospital and nursing homes where they will participate in patient care and in an observational experience in the ancillary departments of surgery and post-anesthesia room.</p>				
International Relations	3	POLS 106	4/22/2019	Fall 2019 or Spring 2020
<p>Study of significant events, forces and trends in national and international affairs, with an emphasis on interpretation of those current events. The course will look at International Relations as a discipline and look at the conflicts and cooperation between different nation states, their leaders and how they relate to one another. Students will study history, geography, military power, terrorism, military and political conflicts and various nations positions on international topics. This course is designed to help students understand the world around them by having a better understanding of geography, different political philosophies, and alliances between nations. By having such an understanding, students will have a better idea of their role in the world as citizens of the United States. In addition to these topics, students will examine daily stories in international events as ongoing course topics to emphasize course material. Students will be asked to participate in daily discussion</p>				

Principles of Leadership	3	BUAD 106	4/23/2019	Fall 2019 or Spring 2020
Principles of Leadership is designed to provide students with an introduction to leadership styles, theories, and principles. By exploring these areas, students will have the opportunity to develop and improve their leadership skills.				

Agenda Item #: VI.C.

Date: May 2, 2019

**SUBJECT**

Program Review: Criminal Justice

**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: Criminal Justice as presented.

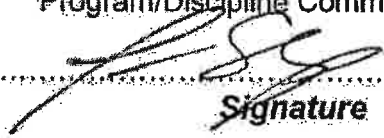


COVER SHEET ACADEMIC PROGRAM REVIEW SELF STUDY AND SUMMARY REPORT
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Academic Program/Discipline:

Report Prepared by: Program/Discipline Committee

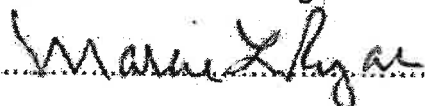


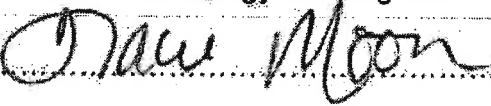



Jason Sharp  
Lead Faculty



Signature

4-22-19  
Date Completed

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

Committee Members	Signatures	Date
Vice President of Student Affairs or Designate		
Marcie Ryan		4-22-19
Vice President of Finance and Operations or Designate		
Teri Pearce		4-22-19
Director of Public Relations or Designate		
Bethany Kendrick		4-22-19
Director of Information Technology or Designate		
Tracie Moon		4-22-19
Dean of Instruction		
Jason Sharp		4-22-19
Educational Support Staff		
Paula Weidert		4-22-19
Faculty		
David Beach		4-22-19

Faculty

Miranda Plumlee *Miranda Plumlee* 4-22-19

Faculty

Randee Baty *Randee Baty* 4-22-19

Vice President of Academic Affairs

Joe Burke *Joe C. Burke* 4-22-19

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

President's Council Designate

*[Signature]* Date 4/24/19

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

President

*Mark Watkins* Date 4.24.19



## **Executive Summary**

The Criminal Justice Program provides students with a strong foundation and understanding of the criminal justice system. The course work is geared towards preparing the student for a rewarding career or furthering their education at a university.

In 2016, the program experienced two major changes. The first was defined instructor qualification requirements by the Higher Learning Commission and second, a change of emphasis in the content area. The new qualification requirements disqualified most of the adjunct instructors from being able to teach criminal justice courses. The emphasis content change was to better align our program with universities. The major reason for the change was to address the confusion of the degree and options it could be used for. For example, if a student wanted to become an officer, they would still be required to attend a basic police academy even if they held an associate degree, and not every criminal justice student wanted to be a police officer but that's what the degree was focused on before the change. Now the degree emphasizes necessary skills, administration and management, for a student to advance within an organization and/or transfer to a university.

There have been other smaller changes throughout the last five years that are discussed in the review. There are many strengths in Labette Community College's Criminal Justice Program. The biggest strength is in the experience the current adjuncts bring to the classroom. The three current adjuncts bring over 60 years of experience ranging from a variety of different backgrounds such as municipalities, sheriff's department, law enforcement academies, forensics, university educational programs, and state government.

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**ACADEMIC PROGRAM/DISCIPLINE REVIEW**  
**Labette Community College**

**Introduction to Program**

The LCC Criminal Justice Program provides a foundation for students to enter various criminal justice fields, including work with law enforcement agencies, probation and parole agencies, and correctional institutions. The program has gone through a variety of changes in the last five years and currently is aligned to provide students the opportunity to enhance their career options and transfer into a university seamlessly.

In 2016, the Higher Learning Commission set a new standard for community college's instructor qualifications. The new standard required either a Master's degree in the discipline being taught or Masters with 18 graduate hours in the discipline to be taught. This created a huge challenge for LCC's Criminal Justice Program. Most of the adjunct instructors did not meet the educational requirements, but had 20 plus years of experience in the field and had been teaching for LCC for numerous years. Most adjunct instructors did not want to pursue a credentialing plan to obtain the requirements needed to be able to continue teaching. The program struggled for a few semesters and only had two qualified instructors teaching in the program. Currently, the program has three adjunct instructors that meet the educational qualification, and all of them have law enforcement experience.

Labette Community College offers an Associate in Science degree in Criminal Justice. The degree is designed for a student planning to transfer to a four-year institution with a study concentration in administration and management. Classes are available during the day, in the evening, and online. Upon graduation, students will be able to pursue careers in a variety of criminal justice fields. Students also have the option to transfer to a four-year university or college to further their studies.

The program is aligned to accept course credit from Kansas Law Enforcement Center (KLETC) or Military MP Service.

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

**MISSION STATEMENT: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.**

The Criminal Justice Department provides students the opportunity to prepare for a career in the criminal justice field. The courses at Labette Community College are being taught by instructors who work in the field of criminal justice thus allowing for a unique mix between theory and application. Instructors generally include in their courses access as allowed to: courtroom proceedings, police stations, county jail, juvenile detention facility, or Kansas State Correctional Facility (prison.) Courses also include guest lecturers from

numerous sources, including Labette County District Court (prosecutor or judge), Youth Crisis Shelter, Labette Center for Mental Health, Labette County Court Services (probation officers), City of Parsons Municipal Court (prosecutor or judge), Juvenile Justice Authority of Labette and Cherokee Counties, sheriff deputies and city police officers. Some courses offer hands-on experiences for the students to engage in. This type of classroom environment allows the students to tie in theories of the textbook with real life application in the field. This provides students with quality and practical learning.

### **CORE VALUES**

Labette Community College's commitment to its mission and to the communities it serves is anchored in core values shared by students, faculty, staff, administration, and Board of Trustees. These core values guide the College community and endure through the changing needs, aspirations, and goals of the campus and the community.

#### **Student Learning:**

The Criminal Justice Department offers a variety of course delivery methods, timely student feedback, and instructors work with students to accommodate the variety of different student learning styles. This provides the student with a strong foundation to either enter the workforce or continue their education at a university.

#### **Education for a Globally Connected World:**

The Criminal Justice Department adjunct instructors have a vast amount of diversity they bring to the classroom to prepare students for working in a greatly diversified field. The instructors' careers are centered on community needs at the most critical times. They seek to improve communities through their profession and civic engagement. They bring that diverse, real-life commitment into the classroom. So the criminal justice student can apply both theory and application of theory in the communities they will soon serve.

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#### **Continuous improvement:**

The instructors for the program are working in the field and are continually educating themselves. Current Kansas law requires each officer to obtain a minimum of 40 hours of continuing education every year. The instructors use this continuing education to modify and keep their assignments and instruction relative to the field.

#### **Integrity and Transparency:**

The Criminal Justice Department instructors are in a profession where ethical practice, open communication and accountability are vital to the success of a career. These characteristics are heavily taught and reviewed in courses in order to emphasize the importance to students in the program.

**Sustainability of the Institution:**

The Criminal Justice Program has provided course curriculum both during the day and evening at the Parsons campus, evening courses at the Cherokee Center, and online. All concentration courses required to earn an Associate in Science degree are available online for students' convenience.

**B. Program Recognition/Accreditation**

The Criminal Justice Program is accredited by the Higher Learning Commission.

**C. Program/Discipline Demand/Need**

Criminal Justice fields are facing a difficult time with such incidents as the deaths of Michael Brown in Ferguson and Freddie Gray in Baltimore, furthered by the Dallas and Baton Rouge officer ambushes. There is a huge shortage in law enforcement across the nation.

Since 2013, the number of full-time sworn officers has dropped by about 24,000 -- one of the biggest dips since the 1990s, according to data from the Bureau of Justice Statistics, which conducts the study every four years. There are now roughly 700,000 officers in the U.S., down from 724,000 in 2013. The average number of full-time sworn officers per 1,000 U.S. residents decreased from 2.42 in 1997 to 2.17 in 2016 (down 11 percent).

The 2016 rate of full-time sworn officers per 1,000 residents was also lower than the rates in 2000 (down 7%), 2003 (down 8%), and 2007 (down 7%).

*\*Hyland, S. (2018). Full-Time employees in law enforcement agencies, 1997-2016. Bureau of Justices Statistics.*

The median wage for police and detectives was \$62,960 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$35,780, and the highest 10 percent earned more than \$105,230.

Median annual wages for police and detectives in May 2017 are found in the table below:

Occupation	Wage
Detectives and Criminal Investigators	\$79,970.00
Transit and railroad police	\$70,280.00
Police and sheriff's patrol officers	\$61,050.00
Fish and game wardens	\$56,410.00

May 2017, median annual wages for police and detectives in top industries in which they worked were as follows:

Occupation	Wage
Federal Government	\$84,660.00
State government, excluding education and hospitals	\$65,880.00
Local government, excluding education and hospitals	\$61,340.00
Educational services: state, local and private	\$52,080.00

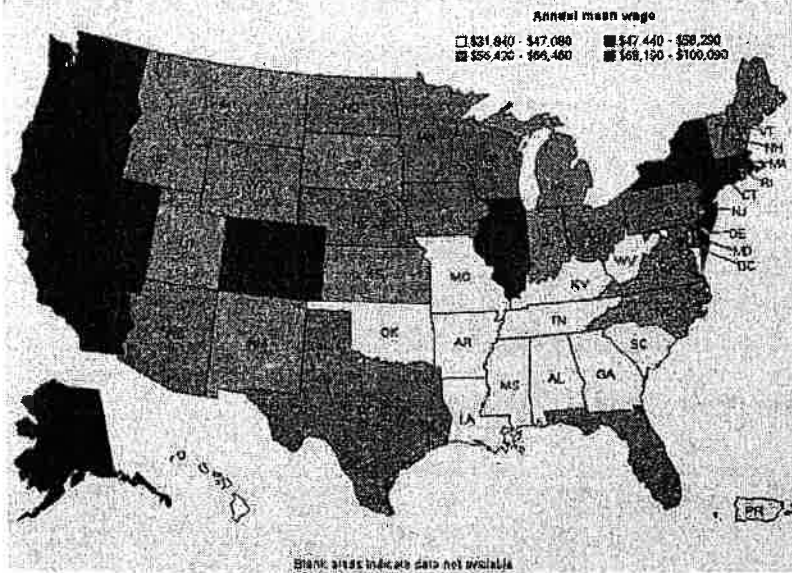
**Similar Occupations** This table shows a list of occupations with job duties that are similar to those of police and detectives.

Occupation	Job duties	Entry level education	Median pay
Correctional officers and bailiffs	Responsible for overseeing individuals arrested or awaiting trial	High school diploma or equivalent	\$43,510.00
Emergency Management Directors	Prepare and plan for responding to natural disasters or other emergencies.	Bachelor's Degree	\$72,760.00
Forensic Science Technicians	Aid criminal investigations by collecting and analyzing evidence.	Bachelor's Degree	\$57,850.00
Private Detectives and Investigators	Search for information about legal, financial and person matters.	High school diploma or equivalent	\$50,700.00
Probation Officers and Correctional Specialist	Provide social services to assist in rehabilitation of law offenders.	Bachelor's Degree	\$51,410.00
Security Guards and Gaming Surveillance Officers	Patrol and protect property and other illegal activities.	High School diploma or equivalent	\$26,960.0

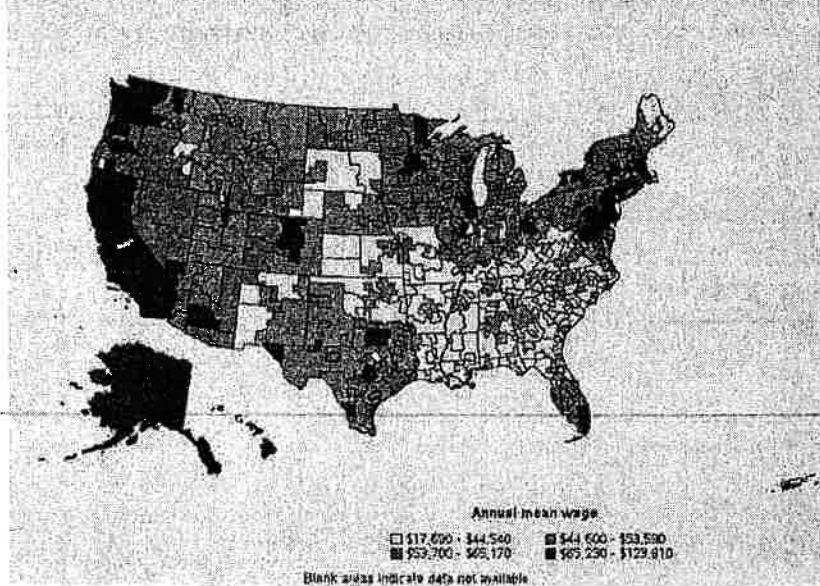
\*Retrieved from <https://www.bls.gov/osh/protective-service/police-and-detectives.html#tab-5> on March 1, 2019

The projected growth for police and detective is 7% from 2016 to 2026 which is about average for all occupations. Average mean wage varies between regions:

Annual mean wage of police and sheriff's patrol officers, by state, May 2017



Annual mean wage of police and sheriff's patrol officers, by area, May 2017



\*Retrieved from <https://www.bls.gov/oes/current/oes331031.html> on March 1, 2019

#### D. Summary Statement of Faculty Qualifications

The criminal justice program does not currently have a full time faculty member, and has been run by a contracted program coordinator and adjuncts.

Linda Moore was a part-time Criminal Justice Coordinator and instructor from 2003-2011.

John Keele was a contracted program coordinator from 2011 – 2016.

Jason Sharp was a contracted program coordinator from 2017-2018. In 2016, an evaluation of the program was completed and it was decided to change the emphasis from law enforcement to supervision and management. Mr. Sharp redeveloped curriculum and restructured the program.

Chad Ruddick was the contracted program coordinator in 2018 after Mr. Sharp was hired full time by LCC. Mr. Ruddick ended his service spring 2019.

Adjuncts are listed on page 20-21 (Appendix B)

**E. Faculty Recognition**

Jason Sharp, Distinguished Adjunct Faculty Award 2013-2014

**F. How Does the Discipline Use Professional Development?**

There is no professional development funds designated to the criminal justice department. Adjunct instructors maintain their own professional development.

**G. Student Enrollment**

**1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.**

	<b>Associate of Science</b>	<b>Declared Major</b>	<b>Completers</b>
2013-2014	Criminal Justice (Emphasis: LE, Probation Parole, Corrections)	75	5
2014-2015	Criminal Justice (Emphasis: LE, Probation Parole, Corrections)	65	4
2015-2016	Criminal Justice (Emphasis: LE, Probation Parole, Corrections)	68	7
2016-2017	Criminal Justice (Emphasis: LE, Probation Parole, Corrections)	47	2
2017-2018	Criminal Justice (Emphasis: Supervision and Management)	52	4



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

The recruiting and retention strategies are an area of challenge as there is no full time faculty member to work with students. Currently, the program coordinator focuses on scheduling and curriculum content. Advising and enrolling is a split duty between three full time positions (Dean of Instruction, Director of Admissions, and Case worker/advisor). Adjuncts work with students to the best of their ability to retain them from semester to semester, but do not have direct resources and often make referrals to full time employees.

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

**3b. Mean class size of courses per year.**

Year	Course	Title	Students	Sections taught	Average Size	Credit Hours
2014	CRIM 101	Intro to Admin of Justice	21	2	10	63
2014	CRIM 111	Patrol Procedure	4	1	4	12
2014	CRIM 113	ACC INVESTIGATION	7	1	7	21
2014	CRIM 119	Interview and Report Writing	7	1	7	21
2014	CRIM 125	Probation and Parole	13	2	6	39
2014	CRIM 131	Community Policing	5	1	5	15
2014	CRIM 135	Criminal Procedures	7	1	7	21
2014	CRIM 137	Criminal Law	17	3	5	51
2014	CRIM 138	Juveniles in Criminal Just System	6	1	6	18
2014	CRIM 144	TOPICS IN LAW ENFORC	5	2	2	15

Year	Course	Title	Students	Sections taught	Average Size	Credit Hours
2015	CRIM 101	Intro to Admin of Justice	20	2	10	60
2015	CRIM 111	Patrol Procedure	6	2	3	18
2015	CRIM 113	ACC INVESTIGATION	2	1	2	6
2015	CRIM 119	Interview and Report Writing	13	2	6	39
2015	CRIM 123	CRIMINALISTICS	3	1	3	9
2015	CRIM 125	Probation and Parole	2	1	2	6
2015	CRIM 135	Criminal Procedures	20	2	10	60
2015	CRIM 137	Criminal Law	5	1	5	15
2015	CRIM 138	Juveniles in Criminal Just System	6	1	6	18
2015	CRIM 144	TOPICS IN LAW ENFORC	1	1	1	3

Year	Course	Title	Students	Sections taught	Average Size	Credit Hours
2016	CRIM 101	Intro to Admin of Justice	24	2	12	72
2016	CRIM 111	Patrol Procedure	4	1	4	12
2016	CRIM 115	CRIMINAL INVEST	5	1	5	15
2016	CRIM 119	Interview and Report Writing	8	1	8	24
2016	CRIM 125	Probation and Parole	2	1	2	6
2016	CRIM 131	Community Policing	6	1	6	18
2016	CRIM 135	Criminal Procedures	12	2	6	36
2016	CRIM 137	Criminal Law	13	2	6	39
2016	CRIM 138	Juveniles in Criminal Just System	11	1	11	33

Year	Course	Title	Students	Sections taught	Average Size	Credit Hours
2017	CRIM 101	Intro to Admin of Justice	28	3	9	84
2017	CRIM 111	Patrol Procedure	9	1	9	27
2017	CRIM 112	Ethics in Criminal Justice	12	2	6	36
2017	CRIM 118	Drugs in Society	7	1	7	21
2017	CRIM 131	Community Policing	8	1	8	24
2017	CRIM 135	Criminal Procedures	6	1	6	18
2017	CRIM 137	Criminal Law	3	1	3	9
2017	CRIM 138	Juveniles in Criminal Just System	7	1	7	21
2017	CRIM 204	Police Supervision and Management	5	1	5	15

Year	Course	Title	Students	Sections taught	Average Size	Credit Hours
2018	CRIM 111	Patrol Procedure	7	1	7	21
2018	CRIM 118	Drugs in Society	18	1	18	54
2018	CRIM 119	Interview and Report Writing	11	2	5	33
2018	CRIM 135	Criminal Procedures	14	1	14	42
2018	CRIM 137	Criminal Law	5	2	2	15
2018	CRIM 138	Juveniles in Criminal Just System	10	3	3	30
2018	CRIM 204	Police Supervision and Management	6	1	6	18

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

Year	Delivery method	Number of Sections	Number of Students
2014	CKCAM	1	6
2014	Main	5	35
2014	Online	9	51
2015	Main	8	44
2015	Online	6	34
2016	Main	5	40
2016	Online	7	45
2017	CKCAM	1	1
2017	Main	4	35
2017	Online	7	49
2018	CKCAM	1	1
2018	Main	4	30
2018	Online	6	40

**5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)**

The criminal justice program has used 100% adjunct instructors in the last five years.

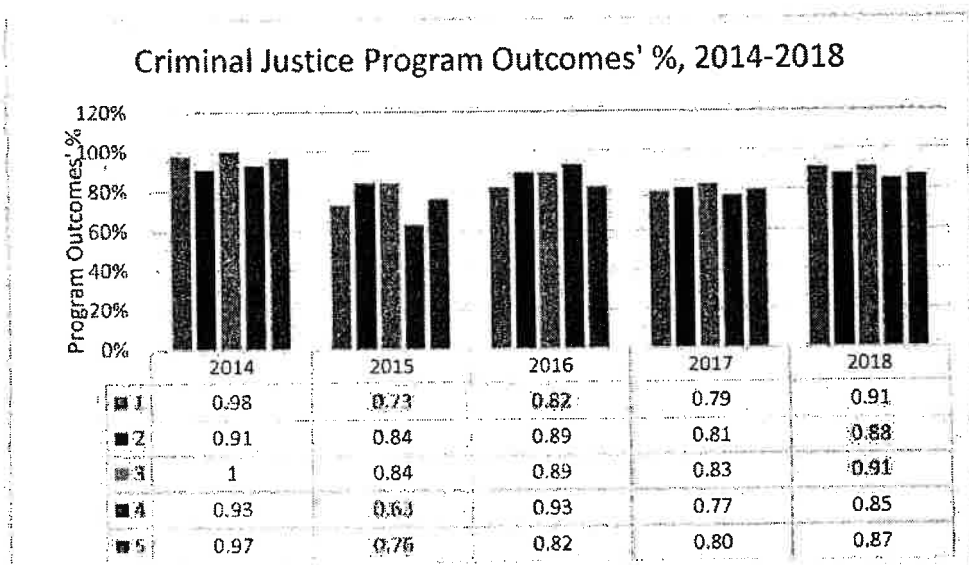
**H. Program Assessment**

**What are the Program Outcomes Results?**

**Criminal Justice Program's Combined Program Outcomes**

1. Demonstrate an understanding of the history of the criminal justice system and the importance of the development and application of criminal law through the legislative and judicial process.

2. Understand and demonstrate how criminal justice professionals investigate and document incidents and prepare information and evidence to be presented in court.
3. Understand how the various disciplines within the criminal justice system function and confront the complex application of criminal justice in modern society.
4. Demonstrate an understanding of the sociological and internal agency dilemmas that effect the implementation of community policing.
5. Demonstrate an understanding of the morale, legal and ethical responsibilities of the criminal justice professional.



**Describe other assessment data/summaries if appropriate.**

None

**I. Learning Resources**

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

Yes, the learning environment is adequate for the program needs.

## **J. Partnerships**

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

Currently, the program has active law enforcement officers teaching courses. This unique set-up has allowed instructors to coordinate within the criminal justice system to allow for guest speakers or assignments specifically related to the field (such as access to courts, police departments, state agencies, etc.).

The Criminal Justice Program in conjunction with Workforce Education has previously sponsored a Law Enforcement Seminar held in June. The seminar offering was dropped in 2013 as transitions of leadership occurred in the Workforce Education and Criminal Justice areas. The seminar provided training to law enforcement in our area. We partnered with different criminal justice agencies to provide this training as Kansas state law requires law enforcement officers to acquire forty-hours (40) of on-going training every year to maintain their certification.

We have previously partnered with the Kansas Attorney General's Office, Kansas Bureau of Investigation, police departments such as Parsons and Pittsburg, and sheriff's departments such as Labette and Crawford County.

The opportunity exists to establish the Law Enforcement Seminar and regain partnerships with agencies in our area. Criminal Justice Students assisted with the seminar and also attended. This integration gave them an opportunity to meet other individuals in the field.

## **Review of Previous Action Plan**

The last program review was in 2005 and information is not pertinent to this review.

# **SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges**

## **ACADEMIC PROGRAM REVIEW**

**Date: April 2019**

**Academic Program/Discipline: Criminal Justice**

### **REVIEW COMMITTEE IDENTIFIED STRENGTHS**

*Discuss the major strengths of the academic program/discipline.*

Adjunct credentials and experience.

Flexible program course offerings.

Restructured program emphasis makes for a more attractable degree and transfer ability (Washburn University and Missouri Southern State University).

Minimal cost to operate and provide this degree and courses.

The criminal justice degree can be obtained completely online.

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date: Spring 2019**

**Academic Program/Discipline: Criminal Justice**

**REVIEW COMMITTEE IDENTIFIED  
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

*Discuss the major weaknesses, opportunities, or challenges of the academic program/discipline.*

No full time faculty or program-coordinator, which means things such as advising, marketing, recruiting, continuity, etc. are challenging to complete.

Faculty qualifications – HLC Standards.

Limited course offerings during the day.

Law Enforcement Seminar not offered.

## Program Action Plan

Date:

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, if appropriate, and the 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/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Law Enforcement Seminar	Reestablish the Law Enforcement Seminar	\$500.00	AY20	DOI & Workforce Director
Complete program online	Market the online availability of this program	\$100.00	AY20	DOI & Public Relations
Small number of adjunct instructors	Continue to search for qualified instructors	\$0	Continuous	DOI & CI Coordinator
Minimal day time courses	Evaluate options and needs for day courses	\$0	Continuous	DOI & CI Coordinator
Recruitment	Evaluate recruiting options	\$0	Continuous	DOI & Director of Admissions



## **Appendix A: List of Courses**

### **Current list of courses:**

CRIM 101 Introduction to Administration of Justice  
CRIM 111 Patrol Procedures  
CRIM 112 Ethics in Criminal Justice  
CRIM 118 Drugs in Society  
CRIM 119 Interview and Report Writing  
CRIM 131 Community Policing  
CRIM 135 Criminal Procedures  
CRIM 137 Criminal Law  
CRIM 138 Juveniles in the Criminal Justice System  
CRIM 204 Police Supervision and Management

### **Previous 5 years of courses:**

1. Patrol Procedure
2. Introduction to Administration of Justice
3. Criminal Law
4. Police Ethics
5. Accident Investigation
6. Interview and Report Writing
7. Community Policing
8. Criminal Procedure I
9. Juveniles in the Criminal Justice System
10. Criminalistics
11. Drug Abuse
12. Internship in the Criminal Justice System
13. Introduction to Corrections
14. Probation and Parole
15. Correctional Treatment Programs
16. Corrections Internship
17. Criminal Investigation

**Appendix B: Faculty in Program Qualifications**

Current list of adjunct faculty:

<b>Adjunct Faculty</b>	<b>Degree</b>	<b>Location</b>	<b>Courses</b>
Jason Sharp (Fall 08)	Masters	Online & Main	varies
Chris Farris (Spring 19)	Masters	CKCAM or Main	varies
Robert Spinks (Spring 19)	Masters	Main	varies

**Field Experience:**

<b>Adjunct Faculty</b>	<b>Law Enforcement Experience</b>	<b>Agency/State</b>
Jason Sharp	Chief of Police, Detective, Patrol Supervisor, Field Training Officer, Patrol Officer  LE Academy Instructor & Continuing Education Coordinator	Parsons Police, KS  MSSU & LETI, MO
Chris Farris	Senior Special Agent: Narcotics and Field Investigations, Forensics and Lab Tech.	Kansas Bureau of Investigations, KS
Robert Spinks	Chief of Police, Patrol Supervisor, Community Relations, Field Training Officer.  Adjunct Instructor	Parsons Police, KS Lake Charles, LA Eugene, OR Snohomish, WA  Multiple locations

**Previous Instructors:**

**2013-2014**

John Keele	Associates, plus experience	Police Experience
Amber Holder	Associates, plus experience	Police Experience
Jennifer Bennett	Bachelors, plus experience	Probation Experience
Tim Tompkins	Bachelors, plus experience	Police Experience
Jason Sharp	Masters, plus experience	Police and Acad. Experience

**2014-2015**

John Keele	Associates, plus experience	Police Experience
Amber Holder	Associates, plus experience	Police Experience
Jennifer Bennett	Bachelors, plus experience	Probation Experience
Jason Sharp	Masters, plus experience	Police and Acad. Experience

**2015-2016**

John Keele	Associates, plus experience	Police Experience
Jennifer Bennett	Bachelors, plus experience	Probation Experience
Jason Sharp	Masters, plus experience	Police and Acad. Experience

*\*HLC new standards: Masters or Masters (18 graduate hours) in discipline*

**2016-2017**

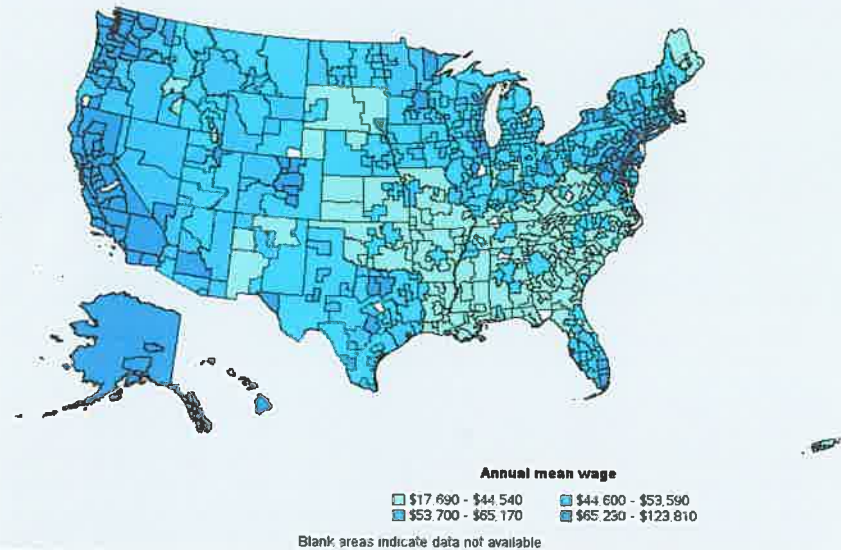
Jason Sharp	Masters, plus experience	Police and Acad. Experience
Kalynn Amundson	Doctorate	Juvenile course only

**2017-2018**

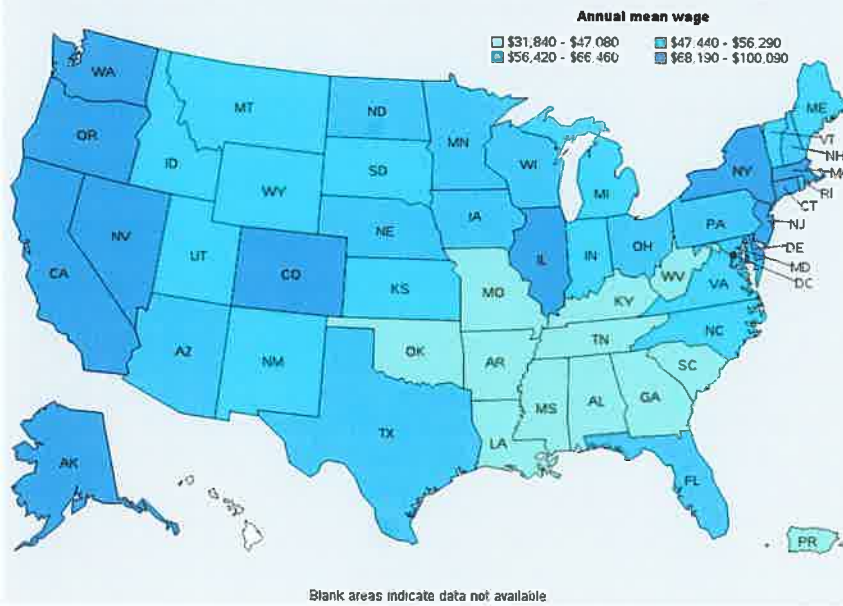
Jason Sharp	Masters, plus experience	Police and Acad. Experience
Chad Ruddick	Masters	Police Experience



Annual mean wage of police and sheriff's patrol officers, by area, May 2017



Annual mean wage of police and sheriff's patrol officers, by state, May 2017



\*Retrieved from <https://www.bls.gov/oes/current/oes333051.htm#st> on March 1, 2019



Agenda Item: VI.D.  
Date: May 2, 2019

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

**\*Due to the meeting being a week earlier, the bills were not ready for the board packet. They will be distributed at the week of the meeting.**

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the claims register.

