

LABETTE COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 6, 2021

5:30 p.m.

Cardinal Event Center

Review Copy

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, May 6, 2021
5:30 p.m.
Cardinal Event Center**

- I. Adoption of Agenda (Exhibit 1)
- II. Approval of April 8, 2021 Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Budget Assumptions for 2021-2022
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Business Administrative Technology Program Review..... (Agenda Item V.A.)
(Exhibit 3)
 - B. Diagnostic Medical Sonography Program Review (Agenda Item V.B.)
(Exhibit 4)
 - C. Policy Review and Adoption (Agenda Item V.C.)
(Exhibit 5)
 - D. Professional Staff Employment Letter (Agenda Item V.D.)
(Exhibit 6)
 - E. Approval of Bills..... (Agenda Item V.E.)
(Exhibit 7)

VI. 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.

EXHIBIT 1

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.

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

I move we recess into executive session at _____(time)for _____minutes for the purpose of discussing personnel matters of nonelected personnel.

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

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

IX. Next Regular Board Meeting: Thursday, June 10, 2021, 5:30 p.m., Cardinal Event Center

X. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
April 8, 2021

The Board of Trustees met at 5:30 p.m. on Thursday, April 8, 2021 in the Cardinal Event Center.

Members Present

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

Others Present

Dr. Mark Watkins	Bethany Kendrick	Janice Every
Tammy Fuentes	Theresa Hundley	Lindi Forbes
Dr. Jason Sharp	Kara Wheeler	Kevin Doherty
Leanna Doherty	Aaron Keal	Colleen Williamson
Aaron Hight (via Zoom)	Karen Barger	Melissa Kipp
Cole Proehl	Terry Leroy	Peyton Simpson
Brenna Hoppes		

Jennifer Thompson recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the presented agenda. Dr. Watkins indicated the agenda had been revised with the addition of old business and one additional new business agenda item, as well as an executive session. Mr. Winchell moved to approve the agenda as amended. Mr. Hoskins seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the March 11, 2021, regular meeting minutes, Mr. Hoskins moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the April 7, 2021 special meeting minutes, Mr. Winchell moved to approve the minutes as presented. Mr. Hoskins seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Student Government Association Report

Peyton Simpson gave a short Student Government Association report.

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the January financial report at the table. At the end of March, we were 75% through the year. The general fund was 62% expended and the technical education/vocational fund was 66% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

President's Report

President Watkins gave a short report.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Setting the GMP

Mr. McReynolds moved to untable the discussion on setting the GMP. Mr. Hoskins seconded and the motion carried 6-0.

Mr. McReynolds moved to accept the GMP of \$5,688,996. Mr. Winchell seconded and motion carried 5-1. (Howerter abstained)

Mr. McReynolds also moved to approve the FF&E/Soft Cost Total Cost of \$475,445 as well as an additional year of student fees going to the capital campaign. Mr. Winchell seconded and the motion carried 5-1. (Howerter)

Mr. McReynolds moved that the board approve any additional student fees to pay for athletic complex construction project. Mr. Hoskins seconded and the motion carried 6-0.

Purchase of Bleachers

Mr. Howerter moved to untable the discussion on purchasing bleachers. Mr. McReynolds seconded and the motion carried 6-0.

After some discussion, Mr. Winchell moved to forgo the normal bid process and approve the purchase of Bleacher Replacements from Mid-States School Equipment Co. Inc at a cost of \$83,406. Mr. McReynolds seconded and motion carried 5-1. (Howerter)

Mr. McReynolds moved to approve the name of the new athletic facility to the Zetmeier Family Athletic Complex. Mr. Winchell seconded and the motion carried 6-0.

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Appointment of ADA Coordinator

Mr. Taylor moved to approve the appointment of Karen Barger, Assessment Coordinator/ESL,

EXHIBIT 2

Literacy and Technology, as the new ADA coordinator. Mr. Winchell seconded and motion carried 6-0.

Graphic Design Program Review

Mr. Hoskins moved to receive the Graphic Design Program Review. Mr. Winchell seconded and motion carried 6-0.

Approval of Bills

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

Professional Staff Hire Approval

Mr. Winchell moved to authorize the administration to fill the position of Workforce Allied Health Coordinator. Mr. Hoskins seconded and motion carried 6-0.

Public Comment

Mr. Taylor noted that Great Southern Bank will not be bidding on the financing of the new athletic facility as to not create the appearance of a conflict of interest.

Mr. Cole Proehl mentioned that he thought the athletic facility was great for the community and that the college has done a wonderful job pulling it all together.

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

Mr. Howerter moved to recess into executive session at 6:43 pm for 15 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:58 pm in this room. Dr. Watkins, Leanna Doherty, Dr. Jason Sharp and Janice Every were invited to stay.

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

Mr. Taylor seconded and motion carried 6-0.

Reconvened into open session at 6:58 pm.

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

Chair Landrum reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 6, 2021 at 5:30 p.m., Cardinal Event Center.

Adjournment

Mr. Hoskins moved to adjourn the meeting at 7:00 pm. Mr. Howerter seconded and motion carried 6-0.

Jennifer Thompson, Clerk of the Board

DRAFT

Agenda Item #: V.A.

Date: May 6, 2021

SUBJECT

Program Review: Business Administrative Technology

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 a 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

Lori Ford, Office Technology Instructor, will review this information with you.

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

Report Prepared by: Lori Ford

Lori Ford
Lori Ford (CDT) (Apr 15, 2021) (CDT)

Apr 15, 2021

Lead Faculty

Signature

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
Pam Giefer

Pam Giefer
Pam Giefer (CDT) (Apr 16, 2021) (CDT)

Apr 16, 2021

Vice President of Finance and Operations or Designate
Connie Nance

Connie Nance
Connie Nance (CDT) (Apr 16, 2021) (CDT)

Apr 16, 2021

Director of Public Relations or Designate
Bethany Kendrick

Bethany Kendrick
Bethany Kendrick (CDT) (Apr 16, 2021) (CDT)

Apr 16, 2021

Director of Information Technology or Designate
Jody Burzinski

Jody Burzinski
Jody Burzinski (CDT) (Apr 16, 2021) (CDT)

Apr 16, 2021

Division Chair
Elizabeth Stoneberger

Elizabeth Walker
Elizabeth Walker (CDT) (Apr 19, 2021) (CDT)

Apr 19, 2021

Dean of Instruction
Kara Wheeler

Kara L. Wheeler

Apr 19, 2021

Educational Support Staff
Lindsey Drummond

Lindsey Drummond

Apr 19, 2021

Faculty
Ranee Baty

Ranee Baty

Apr 19, 2021

Faculty
Cathy Kibler

Cathy Kibler

Apr 19, 2021

Faculty
Melissa Kipp

Melissa Kipp

Apr 19, 2021

Vice President of Academic Affairs
Jason Sharp

Jason Sharp

Apr 20, 2021

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

Jennifer Ginn Thompson

Apr 20, 2021

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

President

Date

Mark Watkins

Apr 20, 2021

Executive Summary

(Include the major changes from previous program review.)

The goal of the Business Administrative Technology program is to provide students with up-to-date administrative support skills used in today's business and medical offices. This goal is achieved through the offering of Administrative Assistant and Medical Administrative Assistant AAS degrees and Clerical Assistant and Medical Office Assistant certificates.

Since the previous program review, the department name changed to Business Administrative Technology, and changes were made in the curriculum of both the degrees and the certificates. Most courses in the program are now available to students online or as hybrid courses.

Another significant change is that Lori Ford's teaching load changed so that she is teaching a full-time load and no longer splitting her load between teaching and academic advising. She now has one office located on the third floor near the third-floor computer labs.

The Business Administrative Technology program has a number of strengths including

- the extensive work experience of the instructors
- the job opportunities in the local area
- the availability of online courses to meet the needs of working students
- the utilization of the Office Proficiency Assessment Compilation (OPAC) software for assessment data

The Business Administrative Technology currently does not meet the Perkins requirement for funding. To date, none of the similar programs in community colleges in Kansas meets the required tiered/non-tiered course criteria. Marketing and visibility of the program continue to be areas to strengthen.

Opportunities exist to develop new software courses that appeal to the general workforce, explore offering related programs such as Billing and Coding and Medical Assistant, and to provide more outreach to students at the Cherokee Center.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW
Labette Community College

Introduction to Program

The Business Administrative Technology (BAT) department offers the following degrees and certificates:

- AAS Administrative Assistant
- AAS Medical Administrative Assistant
- Certificate, Clerical Assistant
- Certificate, Medical Office Assistant

Courses are taught by one full-time faculty and several adjunct instructors who teach specialized courses. The full-time instructor also teaches Computer Concepts and Spreadsheets (Excel). These courses are in the computer science department and are required of BAT majors.

Many courses have become hybrid or online to accommodate the students who:

- work full-time and are updating skills or changing career paths
- stay at home with their children while seeking an education
- live a distance from Parsons (Pittsburg, Independence, Columbus, etc.).

Students may still come onground to work in the labs if that is their preference.

Business Office Applications and Medical Office Applications are blocked, and the College Keyboarding and Formatting courses are blocked. A blocked course means that they are scheduled at the same time, and the two courses represent one class for teacher load.

Online	Hybrid	Onground	Arrangement
Office Procedures	Business Math	Business Accounting	Office Internship
Medical Terminology	Business Office Apps		
Advanced Medical Terminology	Medical Office Apps		
Medical Coding ICD	College Keyboarding		
Medical Coding CPT	Formatting		
Word Processing (Word)			
Business English			

Several changes have been made since the last program review:

1. The department name Office Technology was changed to Business Administrative Technology.

2. The full-time instructor load was changed to full-time teaching; before, the load was split between general academic advising and teaching/coordinating duties.
3. Several courses have had name changes and modifications to the curriculum.
4. Business Math was approved as a hybrid course.
5. Office Internship changed to a one-credit hour course for all students: paid or unpaid internships.
6. A department Twitter feed was created @LCCBusTech and a new hashtag #OfficeJobsLCC was added to identify local office job postings.
7. The department website was modified to include job profiles and the department Tweets page for those who do not use Twitter.
8. Advising worksheets were created in Excel to better track students' progress. These worksheets have improved advising by email and are used in the degree-check process.

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

The department goals match the mission statement, core values, and strategic planning in the following ways:

Quality Learning Opportunities (Core Value 1)

- Hands-on activities, simulations, and active learning
- Specialized courses taught by adjunct faculty in the field
- Practical applications using appropriate technology

Supportive Environment (Core Values 1,4,5)

- A full-time instructor maintains office hours and is available to students
- Communication is encouraged through e-newsletters, email, phone calls, virtual meetings, a department Twitter feed, and office visits
- Student work is recognized through public displays on bulletin boards and posted in online course announcements
- Job postings are posted on a bulletin board, shared via email, and posted on the Twitter feed

Changing World (Core Values 1,2,3)

- Software is generally updated every three years
- Program curriculum and course curriculum are reviewed and revised to reflect new trends and needs; i.e., OneNote Notebook, Google Forms, Medical Office Simulation software, etc.
- An office internship provides real-world office experience
- Videos and discussion topics include the changing world of the office professional: virtual workplace, records management, and office communications
- Work Ethic curriculum (promoted by KBOR) has been adopted in the Office Internship class

B. Program Recognition/Accreditation

As a department of Labette Community College, the Business Administrative Technology department is accredited by the Higher Learning Commission.

C. Program/Discipline Demand/Need

The following information was accessed from the *Occupational Outlook Handbook* on the bls.gov website for the occupation group Office and Administrative Support Occupations.

Office and Administrative Support Occupations

Employment in office and administrative support occupations is projected to decline 5 percent, with a loss of about 959,700 jobs from 2019 to 2029.

Technology is expected to substitute or supplant some functions that workers in office and administrative support occupations do. Despite projected employment declines, however, **openings are expected to result** from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

The median annual wage for office and administrative support occupations was \$37,580 in May 2019, below the median for all occupations of \$39,810.

There are many opportunities for students to find jobs in many occupations and sectors of our society (businesses, government, schools, and other organizations). Many of the specific occupation profiles state the following: “Despite projected declines in employment, opportunities for these workers **should be plentiful** due to the need to replace workers who leave **this large occupation.**”

Occupational Title	2019 – 2029 Change%*
Secretaries and administrative assistants	-9%
Executive secretaries and executive administrative assistants	-20%
Legal secretaries and administrative assistants	-22%
Medical secretaries and administrative assistants	10%
Secretaries and administrative assistants, except legal, medical, and executive	-10%
Receptionists	4%
Information clerks	-3%
Court, municipal, and license clerks	5%
Human resources assistants, except payroll and timekeeping	-5%
Information and record clerks, all other	3%
Financial Clerks	0%
Bookkeeping, accounting, and auditing clerks	-6%

Occupational Resources: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, (visited January 30, 2021).

<https://www.bls.gov/ooh/Office-and-Administrative-Support/home.htm>

<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>

<https://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm>

<https://www.bls.gov/ooh/office-and-administrative-support/information-clerks.htm>

<https://www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm>

<https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>

Impact on other LCC Departments

Students in this program take general education courses when pursuing a degree. Computer Concepts & Applications (COMP) and Business Communications (BUAD) are required of both AAS degrees. Recommended electives include business, computer, and accounting courses. Students in the medical administrative assistant program may take up to three credit hours of HEAL or NURS courses for concentration electives.

Students majoring in athletic training and physical therapist assistant take the OTEC 124 Medical Terminology course.

D. Summary Statement of Faculty Qualifications

Lori Ford is the sole full-time faculty member in the Business Administrative Technology Department. She holds an AS Degree in Office Administration, BSE Degree in Business Education, a BSBA degree in General Business, and an MSE in Technical Education, Workforce Development. She has office and business work experience as an office assistant, accountant/office manager, coordinator, director of workforce, and academic advisor. She has taught business, secretarial, accounting, computer science, and office technology courses both at a business school and at LCC.

All adjunct faculty meet or exceed the LCC minimum requirements for education, and all have work-related experience in the field.

E. Faculty Recognition

The full-time instructor completed the following training and certification testing:

- Completed training offered by the Center for Work Ethic Development and is a Nationally Certified Work Ethic Trainer (2016)
- Completed certification tests and is a Microsoft Office Specialist certified in Excel, Word, and PowerPoint (2017, 2018)

F. How Does the Discipline Use Professional Development?

Membership dues to the National Business Education Association are paid each year. Funds were also used for the following:

- o 2018, Mountain-Plains Business Education Association Conference, Omaha
- o 2018, reimbursement for a laptop with Windows 10 and Office 2016 installed
- o 2016, Mountain-Plains Business Education Association Conference, Kansas City

G. Student Enrollment

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

Administrative Assistant Degree and Clerical Assistant Certificate

Year	Students Admitted* Majors who have not completed the program	Program Completers with AAS	Program Completers with Certificate
2016	3	5	
2017	2	8	
2018	2	1	
2019	4	0	1
2020	2	4	
Total	13	18	1

Medical Administrative Assistant and Medical Office Assistant

Year	Students Admitted* Majors who have not completed the program	Program Completers with AAS	Program Completers with Certificate
2016	4	4	2
2017	4	3	0
2018	5	8	0
2019	4	3	1
2020	4	4	0
Total	21	22	3

*NOTES about the *Students Admitted* column:

1. There is no admittance requirement for this program.
2. These numbers reflect the following students who:
 - A. Declared a major in the program
 - B. Have not yet graduated
 - C. Did not change their major during the five years
3. See Appendix C for the number of declared majors in the program.

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

- An email is sent to any student who expresses interest in the program providing links to the program descriptions and programs of study.
- Advising emails are sent two to three times per semester to all advisees regarding upcoming calendar events, information about courses, names of graduating students and those receiving certificates, and other program information.
- The bulletin board by the instructor office is changed frequently with information about career paths, work ethics, course descriptions.
- The Jobs bulletin board is updated weekly with local job openings in business, accounting, and office administration; ads are also posted on the Twitter feed.
- Advising meetings are scheduled onground, by phone, and virtually.

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

Course	Course Name	2016	2017	2018	2019	2020	Total
O TEC 102	College Keyboarding*			2	3	8	13
O TEC 106	Formatting*	17	11	3	10	10	51
O TEC 111	Records Management & Database Apps	13	13	6		11	43
O TEC 113	Business Accounting	8	7	7	5	6	33
O TEC 119	Business Math	8	12	8	6	11	45
O TEC 121	Office Procedures	14	7	5	11	9	46
O TEC 122	Office Internship I (arrangement)	8	8	5	4	7	32
O TEC 123	Office Internship II	2					2
O TEC 124	Medical Terminology	107	134	166	148	115	670
O TEC 125	Advanced Medical Terminology	6	16	6	9	10	47
O TEC 127	Transcription Skills**	12	11				23
O TEC 128	Medical Transcription**	2	8	3	4		17
O TEC 133	Medical Coding ICD	6	12	7	7	7	39
O TEC 134	Medical Coding CPT (prorated)			7	3	4	14
O TEC 136	Business Office Applications*	9	1	3	3	4	20
O TEC 137	Medical Office Applications*	5	7	7	5	2	26
O TEC 138	Legal Office Applications**	1	2		1		4
O TEC 140	Business English**			15	8	14	37
O TEC 155	Word Processing (Microsoft Word)	10	16	3	9	12	50
Grand Total		228	265	253	236	230	1212

*These are blocked courses (taught at the same time and count as one class for load).

**The one-credit hour Transcription Skills was replaced with the three-credit hour Business English in 2018.

***Medical Transcription and Legal Office Applications are now offered infrequently and by arrangement.

3b. Mean class size of courses per year.

Course	Course Name	2016	2017	2018	2019	2020
O TEC 102	College Keyboarding			2	1	4
O TEC 106	Formatting	17	5	3	5	5
O TEC 111	Records Management & Database Apps	13	13	6		11
O TEC 113	Business Accounting	4	7	7	5	6
O TEC 119	Business Math	4	12	8	6	11
O TEC 122	Office Internship I (arrangement)	4	2	1	1	2
O TEC 123	Office Internship II	2				
O TEC 124	Medical Terminology	15	14	13	14	16
O TEC 125	Advanced Medical Terminology	6	16	6	9	10
O TEC 127	Transcription Skills	12	11			
O TEC 128	Medical Transcription	2	8	3	4	
O TEC 133	Medical Coding ICD	6	12	7	7	7
O TEC 134	Medical Coding CPT (prorated)			7	3	4
O TEC 136	Business Office Applications	9	1	3	3	4
O TEC 137	Medical Office Applications	5	7	7	5	2
O TEC 138	Legal Office Applications	1	2		1	
O TEC 140	Business English			15	8	14
O TEC 155	Word Processing (Microsoft Word)	10	16	3	9	6
Grand Total		124	133	96	92	106

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

Campus	2016	2017	2018	2019	2020
Main/Hybrid*	54	54	41	36	59
Concurrent**	19	26	63	45	52
Online**	155	185	149	155	119
Cherokee	0	0	0	0	0
Total	228	265	253	236	230

*Hybrid	28	23	16	17	46
**Med Term	107	134	166	148	115

*The number of hybrid courses increased (online/onground).

**Medical terminology includes concurrent courses and online concurrent courses.

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

Course Code	Course Title	Full-time	Adjunct
O TEC 102	College Keyboarding	4	1
O TEC 106	Formatting	4	4
O TEC 111	Records Management & Database Apps.	4	
O TEC 113	Business Accounting		6
O TEC 119	Business Math	2	4
O TEC 121	Office Procedures	3	3
O TEC 122	Office Internship I	14	
O TEC 123	Office Internship II	1	
O TEC 124	Medical Terminology		45
O TEC 125	Advanced Medical Terminology		5
O TEC 127	Transcription Skills	1	1
O TEC 128	Medical Transcription	4	
O TEC 133	Medical Coding ICD		5
O TEC 134	Medical Coding CPT		3
O TEC 136	Business Office Applications	5	
O TEC 137	Medical Office Applications	5	
O TEC 138	Legal Office Applications	3	
O TEC 140	Business English	3	
O TEC 155	Word Processing (Microsoft Word)	6	
	Total	59	77
	Percentage	43.4%	56.6%

The full-time instructor also taught sections of COMP 110 and COMP 120. The ratio of full-time to adjunct changed in 2018 after the full-time instructor began teaching more of the OTEC courses: Office Procedures, College Keyboarding & Formatting, and Business Math.

H. Program Assessment

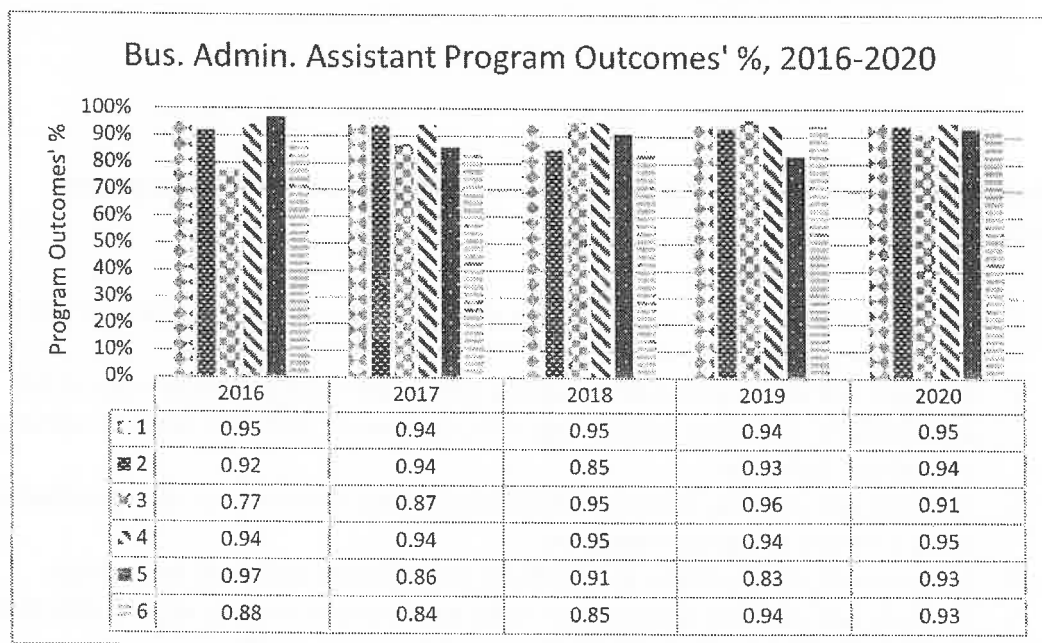
What are the Program Outcomes Results?

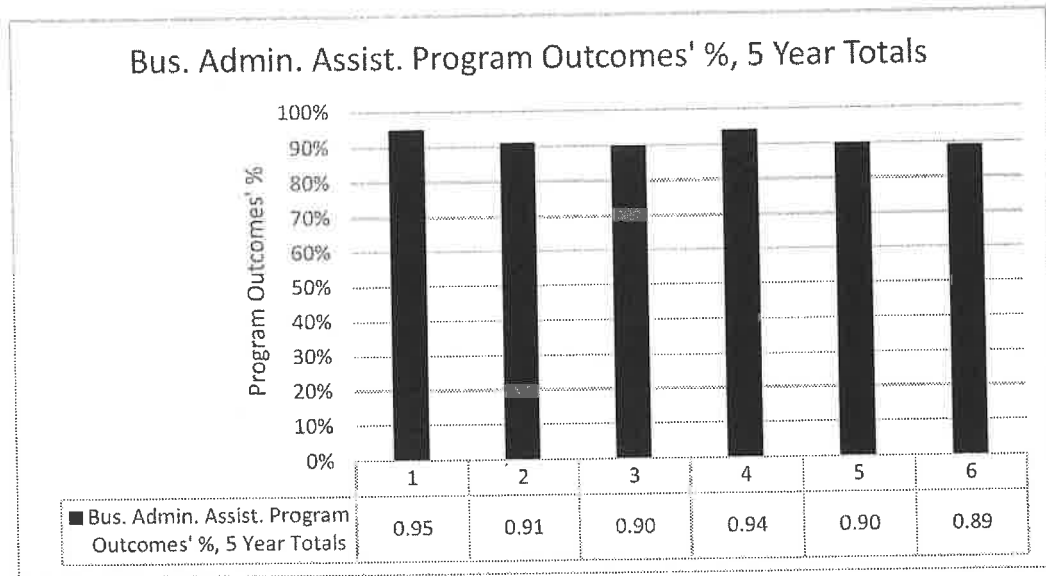
Program data is based on course outcomes results. Refer to Appendix A for program courses.

The following information is provided by the Academic Affairs Office:

Administrative Assistant Program's Combined Program Outcomes

1. Students will be able to communicate effectively in a written or oral manner in the business environment.
2. Students will develop and demonstrate workplace skills and knowledge of job expectations: effective job-hunting skills, teamwork, ability to meet deadlines, and ethical behavior.
3. Students will analyze, interpret and evaluate data necessary to solve problems using a variety of appropriate tools.
4. Students will demonstrate the ability to use technical skills and technology.
5. Students will perform computation skills and financial analysis appropriate to the business environment.
6. Students will gain specialized training in advanced software and business knowledge needed to work as an administrative assistant or in a legal office.

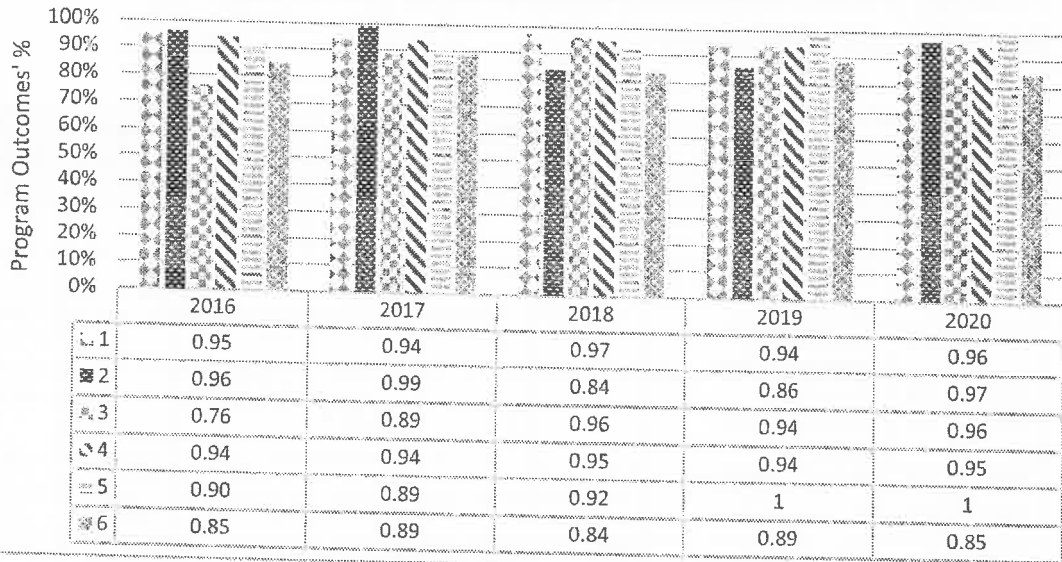




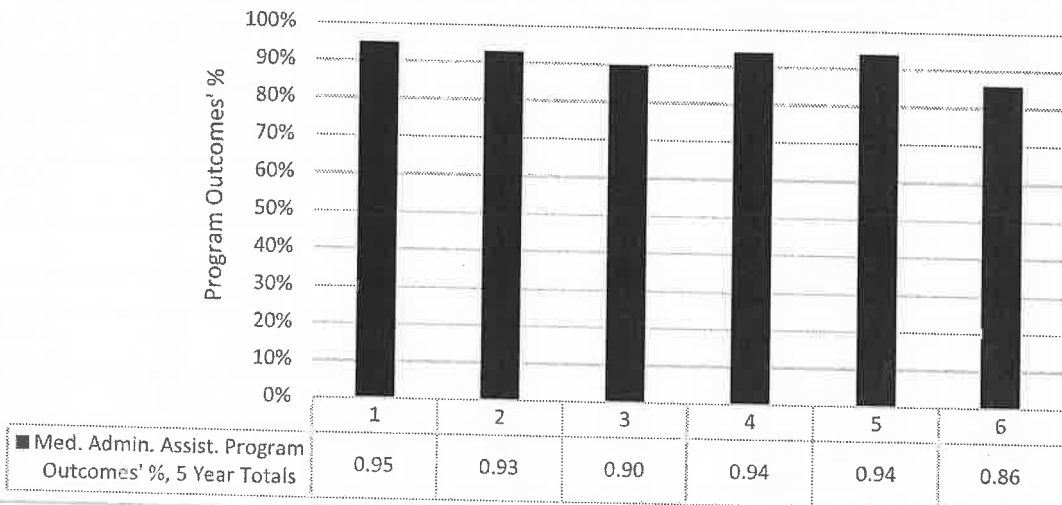
Medical Administrative Assistant Program's Combined Program Outcomes

1. Students will be able to communicate effectively in a written or oral manner in the business environment.
2. Students will develop and demonstrate workplace skills and knowledge of job expectations: effective job-hunting skills, teamwork, ability to meet deadlines, and ethical behavior.
3. Students will analyze, interpret and evaluate data necessary to solve problems using a variety of appropriate tools.
4. Students will demonstrate the ability to use technical skills and technology.
5. Students will perform computation skills and financial analysis appropriate to the business environment.
6. Students will gain specialized training needed to work in a medical office environment.

Medical Admin. Assistant Program Outcomes' %, 2016-2020



Med. Admin. Assist. Program Outcomes' %, 5 Year Totals



Program Matrix: Business Administrative Technology Administrative Assistant

Course Number		Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
BUAD	110	Business Communications	1,2,3					
COMP	110	Computer Concepts & Applications	4,7		5,6	1,2,3,8,9		
COMP	115	Spreadsheets (Microsoft Excel)				1,2	3	
Otec	106	Formatting				1,2,3,4,5,6		
Otec	111	Records Mgmt & Dbase Conc		4	1,2,3,5,6			
Otec	113	Business Accounting					1,2,3,4	
Otec	119	Business Math				1	2,3,4,5,6	
Otec	121	Office Procedures	5	1,2	3	4		
Otec	122	Office Internship I		3,5,6,8,9	1,2,4,7			
Otec	136	Business Office Applications		4	5		2	1,3,6
Otec	140	Business English	1,2,3					
Otec	155	Word Processing (Microsoft Word)				1,2,3		
ACCT	112	Financial Accounting					1,2,3	
ACCT	121	Computer Accounting						1
BUAD	101	Introduction to Business	8	2,9			7	1,3,4,5,6
COMP	120	Computer Information Systems			1,2,3,4			
Otec	102	College Keyboarding				1,2,3,4		
COMP	192	Database Concepts (Microsoft Access)						1,2,3,4,5
Otec	123	Office Internship II		1,2,3,4,5,6,7				
Otec	138	Legal Office Applications		4	5		2	1,3,6

**Program Matrix: Business Administrative Technology
Medical Administrative Assistant**

Course Number	Course Name	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
BUAD 110	Business Communications	1,2,3					
COMP 110	Computer Concepts & Apps	4,7		5,6	1,2,3,8,9		
OTEC 106	Formatting				1,2,3,4,5,6		
OTEC 111	Records Mgmt & Dbase Conc		4	1,2,3,5,6			
OTEC 113	Business Accounting					1,2,3,4	
OTEC 119	Business Math				1	2,3,4,5,6	
OTEC 121	Office Procedures	5	1,2	3	4		
OTEC 122	Office Internship I		3,5,6,8,9	1,2,4,7			
OTEC 124	Medical Terminology						1,2,3
OTEC 125	Adv. Medical Term		2				1,3,4
OTEC 128	Medical Transcription		1				2,3
OTEC 133	Medical Coding						1,2,3,4,5,6
OTEC 134	Medical Coding CPT						1,2,3
OTEC 137	Medical Office Applications		4	5		2	1,3,6
OTEC 140	Business English	1,2,3					
OTEC 155	Word Processing (Microsoft Word)				1,2,3		

Course Outcomes

Core Courses for both Programs

BUAD 110 BUSINESS COMMUNICATIONS

1. Demonstrate an understanding of communication fundamentals as related to business.
2. Demonstrate effective business writing skills.
3. Demonstrate effective collaborative communication appropriate to the workplace, both oral and written.

COMP 110 COMPUTER CONC & APP

1. Identify the specifications and configurations of computer hardware.
2. Identify the role of an operating system.
3. Use the Internet to find information and determine its credibility.
4. Use word processing software to create, edit, and produce professional documents.
5. Create spreadsheets and charts for problem-solving.
6. Utilize a database.
7. Use presentation software to create, edit, and produce professional presentations.
8. Identify the ethical and social standards of conduct regarding the use of information and technology.
9. Identify security threats and solutions.

OTEC 106 FORMATTING

1. Increase and improve keyboarding speed and accuracy.
2. Format report documents.
3. Format correspondence documents.
4. Format tables documents.
5. Format and use design business forms.
6. Demonstrate ability to quickly format documents.
7. Demonstrate knowledge of formatting rules.
8. Perform workplace competencies.

OTEC 111 RECORDS MANAGEMENT & DBASE CONC

1. Describe proper guidelines and processes for controlling a records management program and maintaining electronic records.
2. Describe records management and define the important processes and terms of a records management program.
3. Organize data efficiently by using Access database management systems.

4. Perform workplace competencies
5. Store and retrieve records using manual procedures of the alphabetic, subject, geographic, numeric and chronological methods of record management.
6. Use electronic records systems to manage documents and files.

OTEC 113 BUSINESS ACCOUNTING

1. Complete payroll information.
2. Complete the necessary steps to control cash.
3. Complete the steps in the accounting cycle.
4. Use special journals.

OTEC 119 BUSINESS MATH

1. Develop 10-key office machine skills needed for entry-level office positions.
2. Perform workplace competencies
3. Solve accounting mathematical problems
4. Solve banking and financial mathematical problems
5. Solve consumer/personal mathematical problems
6. Solve marketing mathematical problems
7. Use basic computational skills to solve business related mathematical problems

OTEC 121 OFFICE PROCEDURES

1. Analyze the interaction of people, equipment, and procedures to critical support responsibilities.
2. Cultivate personal qualities for business and office careers.
3. Manage business information for rapid retrieval and processing.
4. Manage personal productivity through communication and time management principles.
5. Process written documents from creation to distribution.

OTEC 122 OFFICE INTERNSHIP I

1. Analyze work experience.
2. Develop a personal profile and identify transferable skills
3. Examine career directions and identify experience gaps
4. Find potential employers and job leads
5. Gain work experience through on-the-job training.
6. Participate in a mock interview.
7. Perform administrative duties in a timely manner.
8. Perform workplace competencies.
9. Prepare for job hunting and develop on-the-job skills.

OTEC 140 BUSINESS ENGLISH

1. Correct grammar, spelling, and punctuation of a document
2. Demonstrate realistic applications of current usage and style in today's workplace.
3. Proofread, edit, and revise existing documents.

OTEC 155 WORD PROCESSING (Microsoft Word)

1. Use advanced word processing features to create and edit documents.
2. Use desktop publishing features
3. Use word processing software to create professional quality documents

Administrative Assistant Concentration Courses

COMP 115 SPREADSHEETS (Microsoft Excel)

1. Use spreadsheet software to create professional quality workbooks.
2. Use intermediate level skills to improve spreadsheet usefulness.
3. Use advanced techniques to create high-level spreadsheets.

OTEC 136 BUSINESS OFFICE APPLICATIONS

1. Describe the qualifications, duties, and responsibilities of an administrative assistant.
2. Develop skill in computer applications
3. Manage time effectively in order to meet deadlines
4. Perform workplace competencies: Work Ethic Training
5. Proofread carefully and submit work in a neat, organized fashion
6. Use decision-making skills to set priorities and organize information

Electives

ACCT 112 FINANCIAL ACCOUNTING

1. Demonstrate how business transactions affect the elements of financial statements.
2. Account for current assets.
3. Account for long-term assets, long-term debt, and equity transactions.

ACCT 121 COMPUTER ACCOUNTING

1. Use QuickBooks software to accomplish ordinary accounting tasks.

BUAD 101 INTRODUCTION TO BUSINESS

2. Identify and define Economics from academic and professional perspectives.
3. Identify the role of ethics and social responsibility in business.

4. Identify and define Entrepreneurship from academic and professional perspectives.
5. Identify and define Management and Leadership from academic and professional perspectives. Identify and define Supply Chain/Operations Management from academic and professional perspectives.
6. Discuss the principles of human resource management.
7. Identify and define Accounting, Finance, and Information Systems from academic and professional perspectives.
8. Demonstrate business etiquette and effective communication skills.
9. Identify and define Marketing from academic and professional perspectives.
10. Recognize the importance of business in devising individual educational and professional career goals and opportunities.

COMP 120 COMPUTER INFORMATION SYSTEMS

1. Apply standards of Computer Based Information Systems to meet business environment needs.
2. Categorize and evaluate the hardware components of a CBIS and explain how the components are used in a business environment.
3. Evaluate, select, and use software that is appropriate to perform specific business tasks.
4. Discuss Information Technology principles and developments.
5. The student will be able to perform workplace competencies.

COMP 192 DATABASE CONCEPTS (Microsoft Access)

1. Students will understand the difference between data and information.
2. Identify the four major components of a database and the role each plays in data storage, entry, and retrieval.
3. Use Access to build a comprehensive database structure.
4. Create relationships between multiple tables and drop down lists for entry fields
5. Develop interactive forms, reports, & queries
6. Understand the concept of data types and how they apply to the database structure
7. Understand the role databases play in business
8. Understand the role of a database administrator within an organization
9. Demonstrate a basic knowledge of SQL
10. Students will understand the concept of ODBC connections

OTEC 102 COLLEGE KEYBOARDING

1. Demonstrate the use of correct keyboarding techniques
2. Demonstrate knowledge of formatting rules
3. Develop speed and accuracy on one-minute and three-minute drills

4. Develop speed and accuracy on production assignments
5. Perform workplace competencies
6. Use some basic Word commands in preparing documents

OTEC 123 OFFICE INTERNSHIP II

1. Analyze the trainee's job environment.
2. Analyzed and developed good human relation skills needed on the job.
3. Develop a job description for trainee's position.
4. Develop a job portfolio.
5. Gain work experience through on-the-job training.
6. Perform administrative duties in a timely manner.
7. Perform workplace competencies

OTEC 138 LEGAL OFFICE APPLICATIONS

1. Describe the qualifications, duties, and responsibilities of a legal administrative assistant.
2. Develop skill in word processing.
3. Manage time effectively in order to meet deadlines
4. Perform administrative duties such as organizing files, preparing attorney's schedule, and maintaining a word processing log.
5. Perform workplace competencies
6. Transcribe legal correspondence and legal documents.

Medical Administrative Assistant Concentration Courses

OTEC 124 MEDICAL TERMINOLOGY

1. Analyze and interpret medical communications used to document health care.
2. Differentiate types of medical terms and the relationships among terms.
3. Understand the structure of the medical terms.

OTEC 125 ADV MEDICAL TERMINOLOGY

1. Analyze and interpret medical communication as used in the health care field
2. Perform workplace competencies
3. Recognize medical terms associated with diseases and procedures
4. Review the basic three-part structure of a medical term

OTEC 133 MEDICAL CODING ICD

1. Demonstrate the ability to use the Alpha Index of External Causes - E codes.
2. Demonstrate the ability to use the hypertension table.
3. Demonstrate the ability to use the neoplasm table.
4. Demonstrate the ability to use the Table of Drugs and Chemicals.

5. Identify the basic concept of ICD-10-CM coding and why it is used.
6. Understand the purpose of the ICD-10-CM/ICD-10-CM classification and coding systems.
7. Understand the challenges of compliance and ethical coding in the workplace.

OTEC 137 MEDICAL OFFICE APPLICATIONS

1. Describe the qualifications, duties, and responsibilities of a medical administrative assistant.
2. Manage time effectively to meet deadlines.
3. Perform clerical tasks required in many medical offices.
4. Perform workplace competencies.
5. Proofread carefully and submit work in a neat, organized fashion.
6. Transcribe medical dictation and prepare medical reports and correspondence.

Electives

OTEC 134 MEDICAL CODING CPT

1. Code the appropriate CPT code(s).
2. Identify the structure and apply general guidelines of the HCPCS Level II coding system
3. Understand the use of modifiers in the CPT and HCPCS Level II coding systems

OTEC 128 MEDICAL TRANSCRIPTION

1. Perform workplace competencies: proofreading, time management, listening, career planning
2. Proofread and edit medical documents
3. Transcribe and format basic medical correspondence and documents

I. Learning Resources

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

The majority of courses are taught online. The hybrid and onground courses are taught in M308 which is near the full-time instructor's office in M310.

Technology: The IT Department upgrades the classroom labs every three years, installs new software, and troubleshoots any technical problems—both in the classroom and on the office computer. The OPAC (Office Proficiency Assessment Certification) software is installed on the computers in M308, on a computer at the Cherokee Center, and on a computer in the Student Success Center.

Facilities: The Business Administrative Technology program does not have a designated area for students in the program. The M308 classroom is shared with the Computer Science instructor and the English instructors. A future goal is to have a designated area for department students only that includes a few computers with the OPAC software, desks to accommodate laptops, office references, and office equipment. This area would provide a simulated office space for students in hybrid and online courses to work onground if they so choose, and would be the location for on-campus office interns.

Marketing/Public Relations: The PR Department made a commercial that ran locally in 2019 that marketed the programs; this did result in increased interest. A flyer of all CTE programs was created by the CTE Recruiter that was shared with schools. Marketing the program is something that continues to be an ongoing need.

J. Partnerships

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

- A Business Administrative Technology Advisory Committee meets twice a year. Members include adjunct faculty, program completers, a human resource manager, and medical coders.
- The full-time instructor gets phone calls and emails looking for students to fill area office positions.
- In February 2021 the full-time instructor was invited to join a newly organized group of teachers in similar departments across the state of Kansas: KS Business Administrative/Office Technology Faculty.

Review of Previous Action Plan

Weakness / Opportunity / Challenge	Program Outcome / Objective	Progress and Explanation
Need to improve Perkins performance measures.	Re-evaluate the degree and certificate offerings to better align with reporting requirements.	<p>Completed. After researching and getting information from KBOR, it was discovered that none of the Kansas Business Administrative Technology departments met the Perkins criteria on tiered courses, etc. The VP of Academic Affairs determined at that point to not worry about meeting Perkins requirements since the department was receiving minimal funding anyway.</p>
Increase the number of completers.	Investigate revising certificates so more students complete certificates whether or not they complete degrees.	<p>Completed. Changes to required courses and the number of hours needed were changed.</p>
Increase retention and placement.	Investigate the feasibility of using Microsoft Office certification measures for students.	<p>Completed. Students are now able to take the certification testing for free in the Student Success Center through the Adult Basic Education program.</p> <p>Office Proficiency Assessment Certification is used to recognize proficiency in various skills.</p>
Increase the visibility of the program to males.	Investigate changing program name to Business Office Technology or Business Administrative Technology to reflect an emphasis on software.	<p>Completed. The department name was changed to Business Administrative Technology.</p>

Weakness / Opportunity / Challenge	Program Outcome / Objective	Progress and Explanation
The Coordinator's load is one-half time for teaching, advising, planning curriculum, ordering books, organizing advisory meetings, and coordinating Office technology.	When the Perkins performance improves and enrollment increases, additional support will be considered.	Completed. The load was changed to full-time coordinating and teaching beginning Fall 2018.
Students who work during the day are not able to take courses offered in the day only.	Offer more courses at night or hybrid to better accommodate working students.	Completed and Ongoing Business Math was changed to hybrid. College Keyboarding and Formatting are now offered as hybrid courses. Students are required to be onground less as online meetings and demo videos are used more. Business Accounting (the one onground class) has been offered in the late afternoon or early evening.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: March 18, 2021

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Discuss the major strengths of the academic program/discipline.

Certificate and Degree options. The curriculum for the certificates were modified, and there has been an increase in the number of certificate recipients. Most certificate recipients continue to get their degrees.

Flexible Program. Changes in delivery methods have been implemented to better serve students who are working in the day time or live a distance away. Several students work full time and take classes on a part-time basis.

Advising. Advising is a critical component to the success of students in the program. Emails are sent to all advises at a minimum of three times a semester to remind them of upcoming dates, enrollment dates, recognition of graduates and certificate recipients, and descriptions of courses. Individual emails are sent to advisees with their advising worksheets along with an appointment calendar. Meetings to enroll are done by phone, virtually, or in person.

Local Job Opportunities. There are quite a few job openings locally. These are posted on the bulletin board and on the department Twitter feed. In addition, various offices have contacted the full-time instructor looking for candidates.

Hands-on Technology Applications. Students are introduced to a wide variety of software depending on the degree program: Microsoft Office products: Word, Excel, PowerPoint, Access, OneNote, and Publisher; Google products: Gmail, Calendar, Sheets, Forms, Slides; keyboarding software, online math software, OPAC software, and electronic medical records software.

Adjunct Faculty. The adjunct faculty who teach the medical coding courses and medical terminology work full-time in the field. The adjunct faculty who teaches the business accounting and computer concepts courses has extensive work experience in the field.

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: March 18, 2021

Academic Program/Discipline:

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

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

Weaknesses

1. Wages are lower compared to other occupations requiring a two-year degree.
2. The elimination of the computer science position has meant the Access Database course is not being offered; this is an elective for administrative assistant majors.
3. An office internship course is offered; it has been increasingly difficult to find unpaid internships due to technology changes and the pandemic.
4. The movement towards more online courses has mostly been positive, but some students may do better with more opportunities to work and socialize on ground.
5. The program is not eligible for Perkins funding—too many of the required courses are considered non-tiered courses.

Opportunities

1. Increase the visibility of the program on campus by having a dedicated classroom with a few desktop computers, laptop computer stations, office equipment, and student work displayed.
2. The entire program curriculum is due for a revamp to stay up to date with current business practices. Explore the one- and two-credit hour courses and an on-campus simulation course.
3. Explore the feasibility of having a Billing and Coding program and a Medical Assistant program.
4. Explore the idea of increasing visibility of the program at the Cherokee Center.

Challenges

While there are several opportunities to revamp and expand the offerings, release time is needed from a full teaching load with several different preparations per year.

Program Action Plan

Date: March 19, 2021

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
<p>Visibility & Marketing Wages are lower than other careers, but there are local job opportunities and working conditions are desirable for many.</p>	<p>Marketing materials should focus on the benefits of the program: local job opportunities, desirable working conditions, and possibility of advancement.</p>	<p>\$700 TV screen for 3rd floor hall to show job ads, career info, etc. similar to the graphic design & student union screen.</p>	<p>Outcome 2C: Increase the availability of skilled workers to meet the needs of the community and the State.</p>	<p>Instructor Public Relations CTE Recruiter</p>
<p>Increase the visibility of the program on campus by having a dedicated classroom with a few desktop computers, laptop computer stations, office equipment, and student work displayed.</p>	<p>Have a dedicated classroom with a simulated office environment for students to work and a visible presence for senior day visits.</p>	<p>\$ not known Depends on what furniture and equipment are currently available.</p>	<p>Outcome 1C: Make accessible a variety of services and programs that address learning needs.</p>	<p>Instructor Dean of Instruction Facilities IT Department</p>
<p>The movement towards more online courses has mostly been positive, but some students may do better with more opportunities to work and socialize on ground.</p>	<p>See objective above.</p>	<p>See budget item above.</p>	<p>Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.</p>	<p>Same as above.</p>

Explore the idea of increasing visibility of the program at the Cherokee Center.	Determine the feasibility of having regular monthly or biweekly meetings at the Cherokee Center to help online students and advise students who live in the area.	\$ mileage	Outcome 1E: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.	Instructor Dean of Instruction Cherokee Center
Revise the Program Curriculum The elimination of the computer science position has meant the Access Database course is not being offered; this is an elective for administrative assistant majors.	Determine if a course can be moved to the BAT department. Look at creating short-term beginning and intermediate courses.	\$ unspecified Curriculum Development	Outcome 1D: Use technology to expand opportunities for student learning and student services.	Instructor Dean of Instruction Advisory Committee
An office internship course is offered; it has been increasingly difficult to find unpaid internships due to technology changes and the pandemic.	Create an alternative simulation course where students must come to campus (like a job) and do specified tasks and use office equipment.	\$ unspecified Curriculum development.	Outcome 1C: Make accessible a variety of services and programs that address learning needs.	Instructor Dean of Instruction Advisory committee
The entire program curriculum is due for a revamp to stay up to date with current business practices. Explore the one- and two-credit hour courses.	Evaluate what other colleges are offering and what software courses are in demand.	\$ unspecified Curriculum development	Outcome 2C: Increase the availability of skilled workers to meet the needs of the community and the State.	Instructor Dean of Instruction Advisory committee Workforce Development
Explore the feasibility of having a Billing and Coding program and a Medical Assistant program.	Determine the local need and KBOR requirements in offering these two programs.	\$ unspecified Curriculum development	Outcome 2C: Increase the availability of skilled workers to meet the needs of the community and the State.	Instructor Dean of Instruction Advisory Committee VP of Academic Affairs

Appendix A: List of Courses

Course Code	Course Title
O TEC 111	Records Management & Database Applications
O TEC 113	Business Accounting
O TEC 121	Office Procedures
O TEC 124	Medical Terminology
O TEC 127	Transcription Skills*
O TEC 128	Medical Transcription
O TEC 133	Medical Coding ICD
O TEC 155	Word Proc Con and Appl
O TEC 106	Formatting
O TEC 119	Business Math
O TEC 122	Office Internship I
O TEC 123	Office Training II
O TEC 125	Advanced Medical Terminology
O TEC 136	Business Office Applications
O TEC 137	Medical Office Applications
O TEC 138	Office Appl: Legal
O TEC 102	College Keyboarding
O TEC 140	Business English
O TEC 134	Medical Coding CPT

*Transcription Skills is no longer offered.

Appendix B: Faculty in Program Qualifications

Elliott, Mia – Master of Science, Career & Technical Education – Technical Teacher Education PSU (Graduate Dean Honors). Bachelor of Science in Vocational Technical Education, Public Sector Teaching, PSU.

Ford, Lori – Master of Science, Human Resource Development PSU. Associate Science, Office Administration MSSC. Bachelor Science Education, Sec Ed (Business) MSSC. BSBA General Business MSSC (Deans Honors).

Foresman, James – Master of Science, Biology PSU. Bachelor of Science in Education, Biology & Physics PSU

Gatton, Debra – Associate of Applied Science, Medical Record Technology El Paso Community College.

Hammar, Patricia – Associate of Applied Science, Health Information Management, Hutchinson Community College. Associate in General Studies, LCC. Registered Health Information Technician (RHIT) credential from the American Health Information Management Association. Certified Coding Specialist (CCS) credential from the American Health Information Management Association.

Jacquinet, Jeremi – Bachelor of Science in Health Information Management, University of Kansas. Registered Health Information Administrator certificate from the American Health Information Management Association.

McCune, Lucille – Master of Science, Technical Teacher Education. (Graduate Dean Honors) PSU Bachelor Science Business Ad, Accounting. PSU. Associate in Science, Accounting, Independence Community College.

Meech, Marita – Master of Science, Business Education Emporia State University. Bachelor Science in Education, Business Education Emporia State University

Appendix C: K-TIP Data as Reported to KBOR

Here is the data for the programs that are found on the K-TIP reports.¹

CIP Code	Program	2016	2017	2018	2019	2020*
51.0716	Medical Admin Asst AAS	22	24	25	19	
52.0401	Admin Asst AAS	19	10	11	13	
Total		41	34	36	32	

*Data not yet published to the KBOR website

Year	Academic Discipline	Program Name	Award	CIP Code	Total # Declared Majors	Total # Graduates
2016	Health Science	Medical Admin/Exec Asst and Medical Secretary	Assoc/Cert	51.0716	22	*
2016	Business Management & Administration	Administrative Assistant and Secretarial Science, General	Assoc/Cert	52.0401	19	5
2017	Health Science	Medical Admin/Exec Asst and Medical Secretary	Assoc/Cert	51.0716	24	*
2017	Business Management & Administration	Administrative Assistant and Secretarial Science, General	Assoc/Cert	52.0401	10	5
2018	Health Science	Medical Admin/Exec Asst and Medical Secretary	Assoc/Cert	51.0716	25	6
2018	Business Management & Administration	Administrative Assistant and Secretarial Science, General	Assoc/Cert	52.0401	11	0
2019	Health Science	Medical Admin/Exec Asst and Medical Secretary	Assoc/Cert	51.0716	19	*
2019	Business Management & Administration	Administrative Assistant and Secretarial Science, General	Assoc/Cert	52.0401	13	*
					143	

*Numbers under 5 are not published due to student privacy issues.

¹ "The Kansas Training Information Program (K-TIP) reports employment and wage data for all approved postsecondary career technical education programs offered by technical colleges, community colleges, and Washburn Institute of Technology. Information presented in this report was compiled from data submitted to the Kansas Board of Regents from the individual postsecondary institutions and supplemented with data provided by the Kansas Department of Labor where available." https://kansasregents.org/workforce_development/k-tip-report












BAT Academic Program Review FINAL

Final Audit Report

2021-04-20

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Agenda Item #: V.B.

Date: May 6, 2021

SUBJECT

Program Review: Diagnostic Medical Sonography

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 a 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

Brian Vediz, Director of Diagnostic Medical Sonography program, will review this information with you.


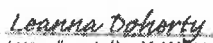
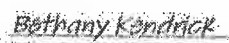


COVER SHEET
ACADEMIC PROGRAM REVIEW
SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: Diagnostic Medical Sonography

Report Prepared by: DMS Program Review Committee

<i>Brian Vediz</i>		Apr 27, 2021
	Signature	Date Completed
<i>Tammy Kimrey</i>		Apr 28, 2021
	Signature	Date Completed

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>
Vice President of Student Affairs or Designate		
Tammy Fuentes.....		Apr 28, 2021
Vice President of Finance and Operations or Designate		
Leanna Doherty.....	 <small>Leanna Doherty (Apr 28, 2021 11:07 CDT)</small>	Apr 28, 2021
Director of Public Relations or Designate		
Bethany Kendrick.....		Apr 28, 2021
Director of Information Technology or Designate		
Coleen Carter.....		Apr 28, 2021
Dean of Instruction (Representative)		
Ralph Gouvion.....		Apr 29, 2021
Educational Support Staff		

Lori Weaver... *Lori Weaver* Apr 29, 2021

Faculty

Daudi Langat... *Daudi Langat* Apr 29, 2021

Faculty

Tom Brungardt... *Tom Brungardt* Apr 29, 2021

Faculty

Jill Coomes... *Jill Coomes* Apr 29, 2021

Dean of Instruction

Kara Wheeler... *Kara L. Wheeler* Apr 29, 2021

Vice President of Academic Affairs

Jason Sharp... *Jason Sharp* Apr 29, 2021

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
Jennifer Ginn Thompson Apr 29, 2021

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

President Date
Mark Watkins Apr 30, 2021

Executive Summary

The Diagnostic Medical Sonography program has evolved over the last ten years to fit the needs of our applicants. One of the ongoing challenges is the cap on students allowed to enroll each year. The purpose of the DMS program is to provide skills necessary for graduates to gain employment as entry-level sonographers. Upon the completion of the program, current graduates are prepared to sit for four registry exams required for entry-level sonographers. For greater success, the original on-campus curriculum will be discontinued in May 2022. Over the last year and a half, we have been building a new online program with a clinical rotation allowing for an increase in max seats per concentration. The program has been completely rebuilt for online delivery, accessibility, and approved by our accrediting body (Commission on Accreditation of Allied Health Education Programs). The sonography staff has been working hard to complete this task in a short amount of time. The progress shows dedication and loyalty to our college. The sonography program will allow the students to pick from two separate concentrations. Both the vascular and general options will be 12 months in length and will require a clinical site for the student to attend clinical rotations. The new online delivery has been approved and will launch in Fall 2021. The DMS department along with our marketing/advertising specialists have been busy designing, filming, and creating new ideas to promote the new online program.

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ACADEMIC PROGRAM/DISCIPLINE REVIEW

Labette Community College

Introduction to Program

The first cohort of students in the Diagnostic Medical Sonography Program began classes Fall 2011. Initial funding for the DMs program was obtained through the Title III Grant (Federal grant program to improve education). Grant funding for this program ended in October 2013. The Kansas Board of Regents Technical Education Authority approved LCC's Sonography program for only ten students and seven clinical sites. The limited seating was an ongoing concern.

The LCC Diagnostic Medical Sonography Program is one of three accredited programs in Kansas. The LCC Diagnostic Medical Sonography program submitted its application for accreditation to the Commission on Accreditation of Allied Health Educations Programs (CAAHEP) in June 2012. The Commission completed a site visit on September 4th, 2012 and granted full accreditation in March 2013 for five years (through 2018). We have continued to maintain active status to the present day.

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

The Diagnostic Medical Sonography program has been evolving over the years. The program has always been supportive to our students who will become our community leaders. DMS has started the transition from on-campus learning to a more modern distance learning format. The decision was made by the demand for sonography. We continue to adhere to Labette Community Colleges Mission by producing the highest quality medical worker possible.

B. Program Recognition/Accreditation

The Diagnostic Medical Sonography program was awarded accreditation March, 2013. The program was approved again after the site visit in 2018. We maintain active status. The program has never been on probation or lost accreditation since the initial approval. The DMS program was recently approved to transition to the distance learning format beginning Fall 2021.

C. Program/Discipline Demand/Need

National and local sonography growth rate. Nationally the rate is 12%. A quick search for jobs in the four states breaks down the totals. Kansas alone has 54 jobs on one job site. There are 257 total across the four states from the same search. Washburn has three accredited online concentrations that have a waiting list of applicants. The Public Relations office and the Director have been coordinating with our new CTE recruiter to push out a fast and furious marketing campaign. The positive impact for the new program is remarkable. See the table below for more detail.

Bureau of Labor Statistics shows Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians, Including Vascular Technologists

<u>2019 Median Pay</u>	\$68,750 per year \$33.05 per hour
<u>Typical Entry-Level Education</u>	Associate's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2019</u>	131,700
<u>Job Outlook, 2019-29</u>	12% (Much faster than average)
<u>Employment Change, 2019-29</u>	15,600

Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians, Including Vascular Technologists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)

D. Summary Statement of Faculty Qualifications

Brian Vediz – Associate in Applied Science Radiography, July 1993, LCC. Ultrasound Certificate, School of Diagnostic Sonography at Cox Health Systems, School of Diagnostic Imaging, Springfield MO, April 2002.

Tammy Kimrey –Associate of Science, May 2003, Allen Community College. Associate in Applied Science, May 2005, LCC. Ultrasound Certificate, School of Diagnostic Sonography at Cox Health Systems, School of Diagnostic Imaging, Springfield MO, 2007. Bachelor of Science in Vocational Tech Education, Public Sector Teaching, July 2014, PSU.

E. Faculty Recognition

Brian Vediz has shared his expertise in business entrepreneurship and marketing with LCC throughout several large projects around campus. He was the lead on the fireplace charging station, the lighted wall sign in the main building, the turf project outside the Zetmeir building, the majority of signage on each building, the art work above cafeteria entrance, signage above cafeteria entrance and exit, the creation of the Bird's nest sign, along with the remodel. Brian Vediz began the talk of an online book store to save the college \$150-250k a year. Brian Vediz negotiated and delivered an ultrasound machine from Miami, OK. Brian Vediz is the chair of the Caring Cardinal Committee (C3). He hosts multiple campus cleanup days, painting projects, bathroom updates, and other enhancements around the campus.

F. How Does the Discipline Use Professional Development?

Brian Vediz attends the Society of Diagnostic Medical Sonographers each year. He takes his class to Dallas for the annual Physics registry review conference. The critical information learned is transferred into the courses to support the evolving health field. The sonography program works to save the college money by limiting spending.

G. Student Enrollment

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

Diagnostic Medical Sonography	AY 2020	AY 2019	AY 2018	AY 2017	AY 2016
1st Year Students	5	8	5	4	4
2nd Year Students	8	5	4	4	9
Total Student Enrollment	13	13	9	8	13
Program Completers (Graduates)	6 projected to graduate from 2 nd year cohort	5 Graduated from 2 nd year cohort	4 Graduated from 2 nd year cohort	4 Graduated from 2 nd year cohort	6 graduated from 2 nd year cohort

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

The DMS program has been doing several school visits along with campus tours from KU. The program has started a massive marketing campaign focused on the new online program. Several different types of marketing have been used including Facebook marketing posts, Tik Tok app advertising, filmed commercials, showcases, billboards, Avachato (targeted advertising software), Geo-fencing (software that allows us to market specific areas).

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

Year	Course	Course Title	Total # of Students
2016	DMS 201	Introduction to Sonography	9
2016	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	9
2016	DMS 206	OB/GYN for Sonography I	7
2016	DMS 207	OB/GYN for Sonography II	7

Year	Course	Course Title	Total # of Students
2016	DMS 209	Intro to OB/GYN & Vasc Sono Lab	7
2016	DMS 211	Sono Physics & Instrumentation	9
2016	DMS 213	OB/GYN Sonography Lab	7
2016	DMS 214	Introduction to Echocardiography	4
2016	DMS 218	General & Abdominal Sono Lab	9
2016	DMS 220	Gen Sonography Clinical Training I	9
2016	DMS 221	Sonography Clinical Training II	7
2016	DMS 222	Sonography Clinical Training III	7
2016	DMS 223	Sonography Clinical Training IV	7
2016	DMS 225	Vascular Sonography Lab	7
2016	DMS 230	Vascular Sonography I	7
2016	DMS 231	Vascular Sonography II	7
2016	DMS 234	Physics & Instrumentation/Reg Rev	7
2016	DMS 250	Sonography Registry Review	7
2017	DMS 201	Introduction to Sonography	4
2017	DMS 205	Sono Sect Anatomy/Abdom Pathology I	4
2017	DMS 206	OB/GYN for Sonography I	4
2017	DMS 207	OB/GYN for Sonography II	4
2017	DMS 209	Intro to OB/GYN & Vasc SonoLab	4
2017	DMS 211	Sono Physics & Instrumentation	4
2017	DMS 213	OB/GYN Sonography Lab	4
2017	DMS 214	Introduction to Echocardiography	3
2017	DMS 218	General & Abdominal Sono Lab	4
2017	DMS 220	Gen Sonography Clinical Training I	4
2017	DMS 221	Sonography Clinical Training II	4
2017	DMS 222	Sonography Clinical Training III	4
2017	DMS 223	Sonography Clinical Training IV	6
2017	DMS 225	Vascular Sonography Lab	6
2017	DMS 230	Vascular Sonography I	4
2017	DMS 231	Vascular Sonography II	6
2017	DMS 234	Physics & Instrumentation/Reg Rev	4
2017	DMS 250	Sonography Registry Review	6
2018	DMS 201	Introduction to Sonography	4
2018	DMS 205	Sono Sect Anatomy/Abdom Pathology I	4
2018	DMS 206	OB/GYN for Sonography I	4
2018	DMS 207	OB/GYN for Sonography II	4
2018	DMS 209	Intro to OB/GYN & Vasc SonoLab	4
2018	DMS 211	Sono Physics & Instrumentation	4
2018	DMS 213	OB/GYN Sonography Lab	4

Year	Course	Course Title	Total # of Students
2018	DMS 218	General & Abdominal Sono Lab	4
2018	DMS 220	Gen Sonography Clinical Training I	4
2018	DMS 221	Sonography Clinical Training II	5
2018	DMS 222	Sonography Clinical Training III	4
2018	DMS 223	Sonography Clinical Training IV	4
2018	DMS 225	Vascular Sonography Lab	4
2018	DMS 230	Vascular Sonography I	4
2018	DMS 231	Vascular Sonography II	4
2018	DMS 234	Physics & Instrumentation/Reg Rev	4
2018	DMS 237	Sonography Vascular Registry Review	1
2018	DMS 250	Sonography Registry Review	4
2019	DMS 201	Introduction to Sonography	5
2019	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	5
2019	DMS 206	OB/GYN for Sonography I	5
2019	DMS 207	OB/GYN for Sonography II	5
2019	DMS 209	Intro to OB/GYN & Vasc Sono Lab	5
2019	DMS 211	Sono Physics & Instrumentation	5
2019	DMS 213	OB/GYN Sonography Lab	5
2019	DMS 214	Introduction to Echocardiography	1
2019	DMS 218	General & Abdominal Sono Lab	5
2019	DMS 220	Gen Sonography Clinical Training I	5
2019	DMS 221	Sonography Clinical Training II	5
2019	DMS 222	Sonography Clinical Training III	5
2019	DMS 223	Sonography Clinical Training IV	4
2019	DMS 225	Vascular Sonography Lab	4
2019	DMS 230	Vascular Sonography I	5
2019	DMS 231	Vascular Sonography II	4
2019	DMS 234	Physics & Instrumentation/Reg Rev	5
2019	DMS 250	Sonography Registry Review	4
2020	DMS 201	Introduction to Sonography	8
2020	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	8
2020	DMS 206	OB/GYN for Sonography I	8
2020	DMS 207	OB/GYN for Sonography II	7
2020	DMS 209	Intro to OB/GYN & Vasc Sono Lab	8
2020	DMS 211	Sono Physics & Instrumentation	8
2020	DMS 213	OB/GYN Sonography Lab	7
2020	DMS 218	General & Abdominal Sono Lab	8

Year	Course	Course Title	Total # of Students
2020	DMS 220	Gen Sonography Clinical Training I	8
2020	DMS 221	Sonography Clinical Training II	8
2020	DMS 222	Sonography Clinical Training III	7
2020	DMS 223	Sonography Clinical Training IV	5
2020	DMS 225	Vascular Sonography Lab	5
2020	DMS 230	Vascular Sonography I	8
2020	DMS 231	Vascular Sonography II	5
2020	DMS 234	Physics & Instrumentation/Reg Rev	8
2020	DMS 250	Sonography Registry Review	5

3b. Mean class size of courses per year.

Year	Course	Course Title	Mean Class Size
2016	DMS 201	Introduction to Sonography	9
2016	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	9
2016	DMS 206	OB/GYN for Sonography I	7
2016	DMS 207	OB/GYN for Sonography II	7
2016	DMS 209	Intro to OB/GYN & Vasc Sono Lab	7
2016	DMS 211	Sono Physics & Instrumentation	9
2016	DMS 213	OB/GYN Sonography Lab	7
2016	DMS 214	Introduction to Echocardiography	2
2016	DMS 218	General & Abdominal Sono Lab	9
2016	DMS 220	Gen Sonography Clinical Training I	9
2016	DMS 221	Sonography Clinical Training II	7
2016	DMS 222	Sonography Clinical Training III	7
2016	DMS 223	Sonography Clinical Training IV	7
2016	DMS 225	Vascular Sonography Lab	7
2016	DMS 230	Vascular Sonography I	7
2016	DMS 231	Vascular Sonography II	7
2016	DMS 234	Physics & Instrumentation/Reg Rev	7
2016	DMS 250	Sonography Registry Review	7
2017	DMS 201	Introduction to Sonography	4
2017	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	4
2017	DMS 206	OB/GYN for Sonography I	4
2017	DMS 207	OB/GYN for Sonography II	4
2017	DMS 209	Intro to OB/GYN & Vasc Sono Lab	4
2017	DMS 211	Sono Physics & Instrumentation	4

Year	Course	Course Title	Mean Class Size
2017	DMS 213	OB/GYN Sonography Lab	4
2017	DMS 214	Introduction to Echocardiography	1
2017	DMS 218	General & Abdominal Sono Lab	4
2017	DMS 220	Gen Sonography Clinical Training I	4
2017	DMS 221	Sonography Clinical Training II	4
2017	DMS 222	Sonography Clinical Training III	4
2017	DMS 223	Sonography Clinical Training IV	6
2017	DMS 225	Vascular Sonography Lab	6
2017	DMS 230	Vascular Sonography I	4
2017	DMS 231	Vascular Sonography II	6
2017	DMS 234	Physics & Instrumentation/Reg Rev	4
2017	DMS 250	Sonography Registry Review	6
2018	DMS 201	Introduction to Sonography	4
2018	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	4
2018	DMS 206	OB/GYN for Sonography I	4
2018	DMS 207	OB/GYN for Sonography II	4
2018	DMS 209	Intro to OB/GYN & Vasc Sono Lab	4
2018	DMS 211	Sono Physics & Instrumentation	4
2018	DMS 213	OB/GYN Sonography Lab	4
2018	DMS 218	General & Abdominal Sono Lab	4
2018	DMS 220	Gen Sonography Clinical Training I	4
2018	DMS 221	Sonography Clinical Training II	5
2018	DMS 222	Sonography Clinical Training III	4
2018	DMS 223	Sonography Clinical Training IV	4
2018	DMS 225	Vascular Sonography Lab	4
2018	DMS 230	Vascular Sonography I	4
2018	DMS 231	Vascular Sonography II	4
2018	DMS 234	Physics & Instrumentation/Reg Rev	4
2018	DMS 237	Sonography Vascular Registry Review	1
2018	DMS 250	Sonography Registry Review	4
2019	DMS 201	Introduction to Sonography	5
2019	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	5
2019	DMS 206	OB/GYN for Sonography I	5
2019	DMS 207	OB/GYN for Sonography II	5
2019	DMS 209	Intro to OB/GYN & Vasc Sono Lab	5
2019	DMS 211	Sono Physics & Instrumentation	5
2019	DMS 213	OB/GYN Sonography Lab	5

Year	Course	Course Title	Mean Class Size
2019	DMS 214	Introduction to Echocardiography	1
2019	DMS 218	General & Abdominal Sono Lab	5
2019	DMS 220	Gen Sonography Clinical Training I	5
2019	DMS 221	Sonography Clinical Training II	5
2019	DMS 222	Sonography Clinical Training III	5
2019	DMS 223	Sonography Clinical Training IV	4
2019	DMS 225	Vascular Sonography Lab	4
2019	DMS 230	Vascular Sonography I	5
2019	DMS 231	Vascular Sonography II	4
2019	DMS 234	Physics & Instrumentation/Reg Rev	5
2019	DMS 250	Sonography Registry Review	4
2020	DMS 201	Introduction to Sonography	8
2020	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	8
2020	DMS 206	OB/GYN for Sonography I	8
2020	DMS 207	OB/GYN for Sonography II	7
2020	DMS 209	Intro to OB/GYN & Vasc Sono Lab	8
2020	DMS 211	Sono Physics & Instrumentation	8
2020	DMS 213	OB/GYN Sonography Lab	7
2020	DMS 218	General & Abdominal Sono Lab	8
2020	DMS 220	Gen Sonography Clinical Training I	8
2020	DMS 221	Sonography Clinical Training II	8
2020	DMS 222	Sonography Clinical Training III	7
2020	DMS 223	Sonography Clinical Training IV	5
2020	DMS 225	Vascular Sonography Lab	5
2020	DMS 230	Vascular Sonography I	8
2020	DMS 231	Vascular Sonography II	5
2020	DMS 234	Physics & Instrumentation/Reg Rev	8
2020	DMS 250	Sonography Registry Review	5

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

Year	Location	Course	Course Title	Total # of Students
2016	MAIN	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	9
2016	MAIN	DMS 206	OB/GYN for Sonography I	7
2016	MAIN	DMS 207	OB/GYN for Sonography II	7
2016	MAIN	DMS 209	Intro to OB/GYN & Vasc Sono Lab	7
2016	MAIN	DMS 211	Sono Physics & Instrumentation	9

Year	Location	Course	Course Title	Total # of Students
2016	MAIN	DMS 213	OB/GYN Sonography Lab	7
2016	MAIN	DMS 218	General & Abdominal Sono Lab	9
2016	MAIN	DMS 225	Vascular Sonography Lab	7
2016	MAIN	DMS 230	Vascular Sonography I	7
2016	MAIN	DMS 231	Vascular Sonography II	7
2016	MAIN	DMS 234	Physics & Instrumentation/Reg Rev	7
2017	MAIN	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	4
2017	MAIN	DMS 206	OB/GYN for Sonography I	4
2017	MAIN	DMS 207	OB/GYN for Sonography II	4
2017	MAIN	DMS 209	Intro to OB/GYN & Vasc Sono Lab	4
2017	MAIN	DMS 211	Sono Physics & Instrumentation	4
2017	MAIN	DMS 213	OB/GYN Sonography Lab	4
2017	MAIN	DMS 218	General & Abdominal Sono Lab	4
2017	MAIN	DMS 225	Vascular Sonography Lab	6
2017	MAIN	DMS 230	Vascular Sonography I	4
2017	MAIN	DMS 231	Vascular Sonography II	6
2017	MAIN	DMS 234	Physics & Instrumentation/Reg Rev	4
2017	MAIN	DMS 250	Sonography Registry Review	6
2018	MAIN	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	4
2018	MAIN	DMS 206	OB/GYN for Sonography I	4
2018	MAIN	DMS 207	OB/GYN for Sonography II	4
2018	MAIN	DMS 209	Intro to OB/GYN & Vasc Sono Lab	4
2018	MAIN	DMS 211	Sono Physics & Instrumentation	4
2018	MAIN	DMS 213	OB/GYN Sonography Lab	4
2018	MAIN	DMS 218	General & Abdominal Sono Lab	4
2018	MAIN	DMS 225	Vascular Sonography Lab	4
2018	MAIN	DMS 230	Vascular Sonography I	4
2018	MAIN	DMS 231	Vascular Sonography II	4
2018	MAIN	DMS 234	Physics & Instrumentation/Reg Rev	4
2018	MAIN	DMS 250	Sonography Registry Review	4
2019	MAIN	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	5
2019	MAIN	DMS 206	OB/GYN for Sonography I	5
2019	MAIN	DMS 207	OB/GYN for Sonography II	5
2019	MAIN	DMS 209	Intro to OB/GYN & Vasc Sono Lab	5
2019	MAIN	DMS 211	Sono Physics & Instrumentation	5
2019	MAIN	DMS 213	OB/GYN Sonography Lab	5
2019	MAIN	DMS 218	General & Abdominal Sono Lab	5
2019	MAIN	DMS 225	Vascular Sonography Lab	4

Year	Location	Course	Course Title	Total # of Students
2019	MAIN	DMS 230	Vascular Sonography I	5
2019	MAIN	DMS 231	Vascular Sonography II	4
2019	MAIN	DMS 234	Physics & Instrumentation/Reg Rev	5
2019	MAIN	DMS 250	Sonography Registry Review	4
2020	MAIN	DMS 205	Sono Sect Anatomy/Abdomen Pathology I	8
2020	MAIN	DMS 206	OB/GYN for Sonography I	8
2020	MAIN	DMS 207	OB/GYN for Sonography II	7
2020	MAIN	DMS 209	Intro to OB/GYN & Vasc Sono Lab	8
2020	MAIN	DMS 211	Sono Physics & Instrumentation	8
2020	MAIN	DMS 213	OB/GYN Sonography Lab	7
2020	MAIN	DMS 218	General & Abdominal Sono Lab	8
2020	MAIN	DMS 225	Vascular Sonography Lab	5
2020	MAIN	DMS 230	Vascular Sonography I	8
2020	MAIN	DMS 231	Vascular Sonography II	5
2020	MAIN	DMS 234	Physics & Instrumentation/Reg Rev	8
2020	MAIN	DMS 250	Sonography Registry Review	5
2016	OC	DMS 220	Gen Sonography Clinical Training I	9
2016	OC	DMS 221	Sonography Clinical Training II	7
2016	OC	DMS 223	Sonography Clinical Training IV	7
2017	OC	DMS 220	Gen Sonography Clinical Training I	4
2017	OC	DMS 221	Sonography Clinical Training II	4
2017	OC	DMS 222	Sonography Clinical Training III	4
2017	OC	DMS 223	Sonography Clinical Training IV	6
2018	OC	DMS 220	Gen Sonography Clinical Training I	4
2018	OC	DMS 221	Sonography Clinical Training II	5
2018	OC	DMS 222	Sonography Clinical Training III	4
2018	OC	DMS 223	Sonography Clinical Training IV	4
2019	OC	DMS 220	Gen Sonography Clinical Training I	5
2019	OC	DMS 221	Sonography Clinical Training II	5
2019	OC	DMS 222	Sonography Clinical Training III	5
2019	OC	DMS 223	Sonography Clinical Training IV	4
2020	OC	DMS 220	Gen Sonography Clinical Training I	8
2020	OC	DMS 221	Sonography Clinical Training II	8
2020	OC	DMS 222	Sonography Clinical Training III	7
2020	OC	DMS 223	Sonography Clinical Training IV	5
2016	OFFC	DMS 222	Sonography Clinical Training III	7
2016	ONLIN	DMS 201	Introduction to Sonography	9
2016	ONLIN	DMS 214	Introduction to Echocardiography	4

Year	Location	Course	Course Title	Total # of Students
2016	ONLIN	DMS 250	Sonography Registry Review	7
2017	ONLIN	DMS 201	Introduction to Sonography	4
2017	ONLIN	DMS 214	Introduction to Echocardiography	3
2018	ONLIN	DMS 201	Introduction to Sonography	4
2018	ONLIN	DMS 237	Sonography Vascular Registry Review	1
2019	ONLIN	DMS 201	Introduction to Sonography	5
2019	ONLIN	DMS 214	Introduction to Echocardiography	1
2020	ONLIN	DMS 201	Introduction to Sonography	8

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

Course	Course Title	Sections taught by	
		Full Time	Adjunct
DMS 201	Introduction to Sonography	2	3
DMS 205	Sono Sect Anatomy/Abdomen Pathology I	5	0
DMS 206	OB/GYN for Sonography I	5	0
DMS 207	OB/GYN for Sonography II	4	1
DMS 209	Intro to OB/GYN & Vasc Sono Lab	4	1
DMS 211	Sono Physics & Instrumentation	5	0
DMS 213	OB/GYN Sonography Lab	2	3
DMS 214	Introduction to Echocardiography	5	0
DMS 218	General & Abdominal Sono Lab	5	0
DMS 220	Gen Sonography Clinical Training I	5	0
DMS 221	Sonography Clinical Training II	5	0
DMS 222	Sonography Clinical Training III	5	0
DMS 223	Sonography Clinical Training IV	5	0
DMS 225	Vascular Sonography Lab	5	0
DMS 230	Vascular Sonography I	5	0
DMS 231	Vascular Sonography II	5	0
DMS 234	Physics & Instrumentation/Reg Rev	5	0
DMS 237	Sonography Vascular Registry Review	1	0
DMS 250	Sonography Registry Review	2	3
Total		80	11
Percentage		87.9%	12.1%

H. Program Assessment

What are the Program Outcomes Results?

Program data is based on course outcomes results. Refer to Appendix A for program courses.

Graduates will be able to:

1. Student will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional growth and development.
5. "To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."
6. "To prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Course number	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
DMS 201	1,2,3,4,5,6	2,3,5,6	1,2,3,4,5,6	1,2,3,4,5	1,2,3,4,5,6	1,2,3,4,5,6
DMS 205	1,2,3,4,5,6	3,4,5,6	1,2,3,4,6	1,2,3,4,5	1,2,3,4,5,6	1,3,4,5
DMS 211	1,2,3,4,5,6	1,2,3,5,6	1,2,3,4,5,6	1,2,4,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 213	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 206	1,2,3,4,5,6,7,8,9,10,11,12	1,2,3,4,5,6,7,8,9,10,11,12	1,2,3,4,5,6,7,9,11,12	2,3,4,5,8,9,10	1,2,3,4,5,6,7,8,9,10,11,12	1,2,4,5,6,7,10,11,12
DMS 209	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 218	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4
DMS 221	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 222	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 223	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 225	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4
DMS 230	1,2,3,4,5,6	1,2,3,4,5,6	1,2,4,5,6	1,2,3,5	1,2,3,4,5,6	1,2,3,4,5,6
DMS 207	1,2,3,4,5,6,7	1,2,3,4,5,6,7	1,2,3,5,7	1,2,3,4,5,7	1,2,3,4,5,6,7	1,2,3,5,6

Course number	Program Outcome 1	Program Outcome 2	Program Outcome 3	Program Outcome 4	Program Outcome 5	Program Outcome 6
DMS 231	1,2,3,4	1,3,4	1,2,3	1,2,3,4	1,2,3,4	1,2,3,4
DMS 234	1,2,3,4,5,6	1,5,6	1,2,3,4,5,	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6
DMS 250	1,2,3,4,5,6	1,2,3	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6	1,2,3,4,5,6

DMS 201 Outcomes:

1. Identify and manipulate the correct knobology of the Ultrasound machine.
2. Recognize medical terminology specifically used in Sonography.
3. Locate and identify the biologic effects and safety features of ultrasound.
4. Describe the importance of proper body ergonomics in the Sonography field
5. Apply medical ethics and law while in the clinical setting.
6. Know the basic responsibilities of a sonographer.

DMS 205:

1. Identify the normal anatomy of the Liver and biliary system.
2. Demonstrate the normal anatomy of the kidneys and the adrenal glands.
3. Break down the anatomy and pathology of the spleen, aorta, and pancreas.
4. Label the anatomy of the thyroid, and scrotum and utilize laboratory values in diagnosis.
5. Describe the normal anatomy of the breast, and prostate.
6. Recognize and identify the Sonographic appearances of normal anatomic structures including non-cardiac chest and musculoskeletal.

DMS 206:

1. Identify the normal anatomy of the Female Pelvis and apply Doppler applications.
2. Explain the normal function of the female pelvic organs.
3. Compare pathologies of the female pelvis.
4. Analyze infertility and treatments for infertility.
5. Discuss the role of ultrasound in Obstetrics.
6. Summarize ultrasound evaluation during the first trimester of pregnancy.
7. Summarize ultrasound evaluation during the second and third trimesters.
8. Correlate obstetric measurements and gestational age.
9. Explain and identify the normal placenta.

10. Examine amniotic fluid and membranes.
11. Explain the umbilical cord and its significance.
12. Categorize artifacts, pitfalls, and normal variants.

DMS 207:

1. Compare pathologies of the female pelvis.
2. Evaluate first trimester complications.
3. Analyze fetal growth assessment by ultrasound
4. Give examples of prenatal diagnosis of congenital anomalies.
5. Analyze fetal therapy.
6. Classify placental pathologies and amniotic fluid/membranes pathologies.
7. Evaluate multiple gestations.

DMS 209:

1. Evaluate the normal anatomy and variants, duplex scanning, color flow imaging, and Sonographic appearance of the major abdominal vasculature.
2. Evaluate the gross anatomy, physiology, and fluid dynamics of the intracranial cerebrovascular system, plethysmography, segmental, ankle brachial index, upper and lower extremities.
3. Identify the normal anatomy of the Female Pelvis.
4. Produce images and evaluate the first trimester OB.
5. Produce images, perform measurements and evaluate the second and third trimester OB.

6. Evaluate the placenta, the umbilical cord, and the amniotic fluid/membranes.

DMS 211:

1. Comprehend the basic principles of sound waves.
2. Describe the interactions of ultrasound and tissue.
3. Recognize general ultrasound instrumentation.
4. Evaluate the different imaging mode principles.
5. Analyze real-time ultrasound imaging principles and instrumentation.
6. Use Doppler physics and instrumentation in the clinical setting.

DMS 213:

1. Compare pathologies of the female pelvis.
2. Evaluate first trimester, second, and third complications.

3. Analyze fetal growth assessment by ultrasound.
4. Give examples of prenatal diagnosis of congenital anomalies.

5. Analyze fetal therapy.
6. Classify placental pathologies and amniotic fluid/membranes pathologies.
7. Evaluate multiple gestations.

DMS 220:

1. Interact appropriately with the patient, physicians, and staff.
2. Analyze Sonography procedures and identify anatomy, pathology and physiology of structures being imaged.
3. Apply the correct transducer type and frequency for the examinations being performed.
4. Perform Sonographic examinations of the abdomen, thyroid, scrotum, breast, and major vasculature within the structure imaged.
5. Document procedures performed.
6. Describe the general learning concentration.

DMS 221:

1. Interact appropriately with the patient, physicians, and staff.
2. Compare Sonography procedures and identify anatomy, pathology and physiology of structures being imaged.
3. Apply the correct transducer type and frequency for the examinations being performed.
4. Demonstrate the ability to perform Sonographic examinations of the abdomen, thyroid,

scrotum, breast, and major vasculature within the structure imaged.
5. Categorize all procedures performed.
6. Perform general and specific department duties.

DMS 222:

1. Interact appropriately with the patient, physicians, and staff.
2. Create quality diagnostic Sonography images and identify anatomy, pathology and physiology of structures being imaged.
3. Apply the correct transducer type and frequency for the examinations being performed.
4. Distinguish between Sonographic examinations of the abdomen, thyroid, scrotum, breast, major vasculature within the structure, and OB/Gyn.
5. Categorize of procedures performed.
6. Adequately perform general and specific duties.

DMS 223:

1. Interact appropriately with the patient, physicians, and staff.

2. Create quality diagnostic Sonography images and identify anatomy, pathology and physiology of structures being imaged.
3. Select the correct transducer type and frequency for the examinations being performed.
4. Demonstrate the ability to perform Sonographic examinations of the abdomen, thyroid, scrotum, breast, major vasculature within the structure, and OB/Gyn.
5. Documentation of procedures performed.
6. Evaluate the general learning concentration.

DMS 225:

1. Analyze the normal and abnormal anatomy and variants, function, and Sonographic appearance of the major abdominal vasculature structures.
2. Compare/contrast a sonogram of the normal and abnormal vascular anatomy of the upper and lower extremities.
3. Illustrate proficiency in the use of quantitative principles applied to vascular testing:
Be proficient in the performance of physiologic testing (including volume, pulse recording, pressure measurements, plethysmography, and stress testing), real-time ultrasound imaging, and Doppler evaluation (pulsed and continuous wave, color, and power flow) as related to the vasculature.

DMS 230:

1. Describe the normal anatomy and variants, function, and Sonographic appearance of the major abdominal vasculature.
2. Describe the normal anatomy and variants, flow, and sonographic appearance of the aortic arch, carotid arteries, and vertebral arteries.
3. Perform duplex scanning, color flow imaging, and identify the vasculature of the upper extremities and lower extremities.
4. Identify the gross anatomy, physiology, and fluid dynamics of the intracranial cerebrovascular system.
5. Evaluate the Doppler segmental pressures of the upper and lower extremities.
6. Explain the Plethysmography technique of the upper and lower extremities.

DMS 207:

1. Evaluate first trimester complications.

2. Analyze fetal growth assessment by ultrasound.
3. Give examples of prenatal diagnosis of congenital anomalies.
4. Analyze fetal therapy.
5. Classify placental pathologies and amniotic fluid/membranes pathologies.
6. Evaluate multiple gestations.

DMS 231:

1. Describe the normal and abnormal anatomy and variants, function, and sonographic appearance of the major abdominal vasculature.
2. Demonstrate knowledge of normal and abnormal vascular anatomy of the upper and lower extremities.
3. Demonstrate knowledge, understanding, and proficiency in the use of quantitative principles applied to vascular testing:
4. Explain proficiency in the performance of physiologic testing (including volume pulse recording, pressure measurements, plethysmography, and stress testing), real-time ultrasound imaging, and Doppler evaluation (pulsed and continuous wave, color, and power flow) as related to the vasculature.

DMS 234:

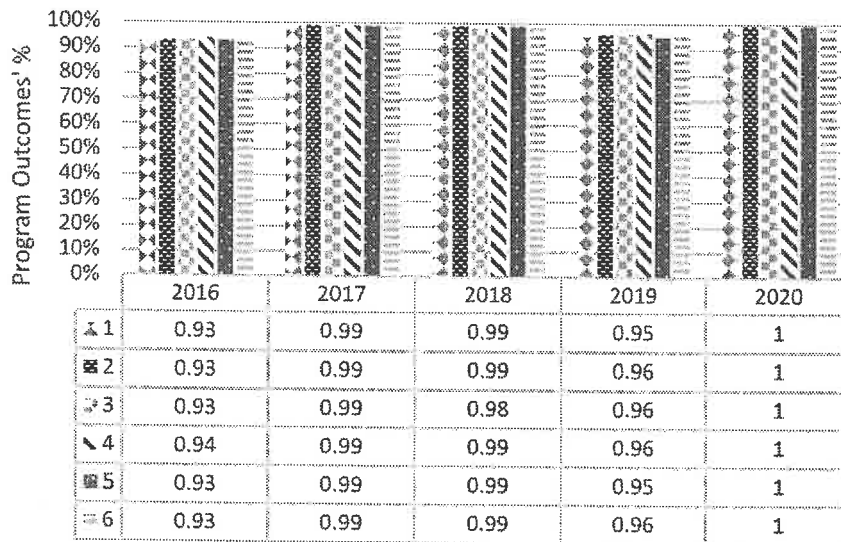
1. Review the interactions of ultrasound on tissue.
2. Review and comprehend the interactions of ultrasound and tissue.
3. Identify general ultrasound instrumentation.
4. Know the different imaging mode principles
5. Review real-time ultrasound imaging principles and instrumentation.
6. Review Doppler physics and instrumentation in the clinical setting.

DMS 250:

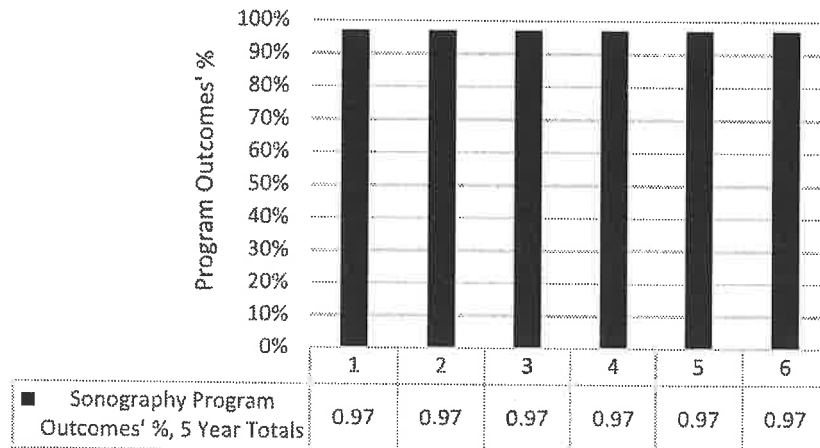
1. Critique the normal anatomy and pathology of the liver, biliary system, kidneys, adrenal glands, spleen, aorta, and pancreas.
2. Analyze the anatomy of the thyroid, scrotum, prostate, and utilize laboratory values in diagnosis.
3. Breakdown the normal and abnormal vascular anatomy of the upper and lower extremities.
4. Compare physiologic testing (including volume pulse recording, pressure measurements, plethysmography, and stress testing), real-time ultrasound imaging, and Doppler evaluation (pulsed and continuous wave, color, and power flow) as related to the vasculature.

5. Distinguish pathologies of the female pelvis.
6. Assess fetal complications, fetal growth assessment, and congenital anomalies.

Sonography Program Outcomes' %, 2016-2020



Sonography Program Outcomes' %, 5 Year Totals



Describe other assessment data/summaries if appropriate.

I. Learning Resources

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

Yes, the Diagnostic Medical Sonography Program is housed in the beautiful Zetmeir building. Sonography has its own space that allows the students to have lecture, computers, lab, and simulation all in one room. The director's office is located off the classroom to be available as needed. The majority of the equipment was purchased with Title III grant monies. In 2015 the director negotiated a donated machine from Integris Health Hospital. In FY2016, Perkins Grant funds were used to purchase a refurbished portable ultrasound machine. The newly remodeled Library has been an asset to our program.

J. Partnerships

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

The Sonography Program has established close contacts with surrounding hospitals, clinics, and doctor offices. Over the last ten years our sonography students have become a staple in our surrounding medical facilities. The program has also been involved with surrounding schools to help recruit and educate the students of different career pathways. The director attends job fairs and helps host other college recruiting programs.

Review of Previous Action Plan

The on-ground Diagnostic Medical Sonography program was discontinued in 2020. The final cohort will graduate from the on-campus program May, 2022. The newly approved online with a clinical component program will launch Fall, 2021.

SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges

ACADEMIC PROGRAM REVIEW

Date: April 1, 2021

Academic Program/Discipline:

REVIEW COMMITTEE IDENTIFIED STRENGTHS

Major strengths of the new distance learning are as followed:

1. The new program will have unlimited reach.
2. The program moving to an online format allows LCC to travel outside the local area.
3. DMS offers two concentrations: Vascular and General
4. The flexibility allows for applicants the option of a new career, or add to their existing one.
5. Each concentration is 12-months in length. The new program will offer a 12-month vascular concentration and a 12-month General concentration.
6. The pricing is affordable compared to the return post-graduation.
7. Allow more seating than the previous on-campus program.

**SUMMARY REPORT
ACADEMIC PROGRAM REVIEW**

Date: April 1, 2021

Academic Program/Discipline:

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

Identified weaknesses/opportunities/challenges:

1. The DMS program has had limited clinical sites over the previous years.
2. The original on-campus program was limited to seven students due to agreements made with KBOR and Washburn University.
3. The surrounding clinical sites are smaller and will allow only one student compared to other programs.

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
The DMS program will transition to a new online delivery model.	Create a diverse online program		Implementation will begin Fall 2021	DOI, VPAA, Director of DMS, Director of Marketing
The DMS program will implement new and creative ways to target specific students.	We have been using new software to target a specific geographic area	We are using software already purchased by LCC	Fall 2021	Director of DMS, CTE Recruiter, Director of Marketing
The DMS program will be marketed across Kansas and Missouri and to other states as opportunities arise.	The marketing has been mainly focused on KS, but other states have been included	No extra cost	Fall 2021	Director of DMS, CTE Recruiter, Director of Marketing
The DMS program will actively recruit current LCC Allied Health graduates for its program meaning some students may be enrolled up to four years at LCC.	Marketing has been targeting our allied health alumni. All programs have been utilized	No extra cost	Fall 2021	Director of DMS, CTE Recruiter, Director of Marketing

Appendix A: List of Courses

General Sonography Concentration Requirements

- DMS 201- Introduction to Sonography 3
- DMS 211- Sonography Physics & Instrumentation 3
- DMS 205- Sonography Sectional Anatomy & Abdominal Physiology 2
- DMS 206- OB/GYN for Sonography I 3
- DMS 220- General Sonography Clinical I 3 Days a week 5
- DMS 234- Sonography Physics & Instrumentation/Registry Review 3
- DMS 207- OB/GYN for Sonography II 3
- DMS 208- Sonography Pathology of Abdomen and small parts 2
- DMS 221- General Sonography Clinical II 3 Days a week 5
- DMS 250 General Sonography Registry Review 4
- DMS 222 General Sonography Clinical III 4 Days a week 5

Vascular Sonography concentration requirements

- DMS 201- Introduction to Sonography 3
- DMS 211- Sonography Physics & Instrumentation 3
- DMS 230- Vascular Sonography I 3
- DMS 251- Vascular Sonography Clinical I 3 days a week 5
- DMS 234- Sonography Physics & Instrumentation/Registry Review 3
- DMS 231- Vascular Sonography II 3
- DMS 252- Vascular Sonography Clinical II 3 days a week 5
- DMS 237 Vascular Sonography Registry Review 2
- DMS 253 Vascular Sonography Clinical III 4 days a week 5

Appendix B: Faculty in Program Qualifications

Full Time Faculty

Brian Veditz – Associate in Applied Science Radiography, July 1993, LCC. Ultrasound Certificate, School of Diagnostic Sonography at Cox Health Systems, School of Diagnostic Imaging, Springfield MO, April 2002.

Tammy Kimrey –Associate of Science, May 2003, Allen Community College. Associate in Applied Science, May 2005, LCC. Ultrasound Certificate, School of Diagnostic Sonography at Cox Health Systems, School of Diagnostic Imaging, Springfield MO, 2007. Bachelor of Science in Vocational Tech Education, Public Sector Teaching, July 2014, PSU.

Adjunct Faculty

Joni Scott – Associate in Applied Science, Nursing 12/31/1985, LCC. Associate in Applied Science, Radiography, 12/31/2012, LCC. Certificate in General Sonography, 12/13/2012, LCC.

Agenda Item #: V.C.

Date: May 6, 2021

SUBJECT

Approval and Review of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated/created the following policies for review and/or approval:

Policy 1.05 Duties Of And Action By The Board of Trustees

Policy 5.01 Purchasing

Policy 10.04 Hiring

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 1.05 Duties of and Action by the Board of Trustees, Policy 10.04 Hiring, and review Policy 5.01 Purchasing.

- A. The Board of Trustees of the Community College District shall have the power and duties as specified by 71-201 and other appropriate statutes to make plans for, to promote and/or to acquire, construct, own, develop, maintain, and operate within their limits a community College.

- B. Action By The Board of Trustees
 - 1. The Board may transact business, which is legally binding on the district only when it is in session with a quorum present and its proceedings recorded in the minutes of the meeting.
 - 2. The chairperson, or in this person's absence the vice-chairperson or chair pro tempore, shall preside at all meetings of the Board, declare all votes and perform such duties as are provided by law including signing all documents, warrant-checks, and contracts ordered by the Board.
 - 3. It shall be the duty of the vice-chairperson or chairperson pro tempore to perform the duties of the chair in case of the chairperson's absence or inability to act.
 - 4. Any committee as named by the chair shall have the responsibility of investigation or seeking information, and shall report to the Board for its consideration and action. Committee action shall be advisory and not executive.
 - 5. Any committee or special committee may be granted power to act in any specific case by vote of the Board of Trustees in session and such committee action shall be reported for confirmation by the Board of Trustees at the next following regular or adjourned meeting.

Revised: 6/13/94

Reviewed: 6/13/94, 3/30/15, 6/22/15

The Board of Trustees will appoint, upon nomination/recommendation by the president, members of the administrative and teaching staffs. KSA 71-201 (5). Upon recommendation of the chief administrative officer, the Board of Trustees will appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of the law. KSA 71-201 (6).

For clarification, the members of the administrative and teaching staffs listed above are administration, professional employees (faculty), and the professional staff. (Procedure 1.02 Governance Structure)

Procedures for hiring shall be determined by the President. (See Procedure 10.04 Hiring)

Adopted:

The Board of Trustees of Labette Community College will provide faculty, staff and students with necessary and appropriate supplies, equipment and services to complete the educational mission of the College. In carrying out this objective, it is the policy of the Board to purchase such goods and services at the best possible cost within the provisions of the cash-basis law and budget restrictions.

A. Code of Conduct

The following code of conduct is adopted for all College personnel concerning their involvement in the purchasing process:

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honesty in sales representation whether offered through oral or written statements, advertising or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical and legal trade practices.
5. Use, only by consent, the original ideas and designs devised by one vendor for competitive purchasing purpose.
6. Decline personal gifts or gratuities.
7. Accord a prompt and courteous reception to everyone calling on legitimate business.

It shall be the policy of the Board not to enter into any contract for the purchase of property or services with any person or with any members of the immediate family of any person who is:

1. A member of the Board of Trustees, President, Vice Presidents, Dean of Instruction of the College or with any firm in which any of these persons or their immediate family have a financial interest.
2. An employee of the College involved in the requisitioning or purchasing of the property or service involved, or in the selection of prospective bidders or in the awarding of contracts on behalf of the College or from any firm in which any of the above mentioned classes of persons or any members of their immediate families (spouse, child or a person living in the same household) have a financial interest.

B. Bidding Policy

The Board of Trustees will seek sealed competitive bids for all purchase of supplies, equipment and services for which the estimated cost is in excess of \$19,999. Authority to purchase items whose estimated cost is less than \$20,000 is delegated to the President or their designee.

This bid practice will apply to all purchases of the College except the following circumstances:

1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition.
2. Services supplied by regulated public utilities and transportation companies.
3. Wages, salaries and fringe benefits to College personnel and reimbursements for travel and other work-related expenses.
4. Purchases of goods for resale by the College bookstore or other departments of the College.
5. Educational materials directly related to the curriculum and secured by copyright.
6. Purchases of goods and services by separate student, alumni and other organizations through accounts maintained for them by the College as fiscal agent.
7. Other purchases deemed by the President to not be appropriate for bidding.

C. Board Bidding Procedure

The purchase of all materials, equipment and services subject to this procedure shall be made on the basis of conformity to specifications developed by the administration and reviewed by the Board of Trustees in open session. Such specifications will constitute an adequate basis for defining and evaluating the quality and quantity of the goods or services being procured, and the capability of the vendor to provide the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner which effectively precludes reasonably competitive bids on alternative products or services which adequately meet the needs of the College. Specifications which are brand specific, whether the brand name is mentioned or not, must be accompanied by a written justification.

All bid specifications shall clearly establish the following rights of the Board of Trustees:

1. The right to reject any or all bids or proposals, 2.) to accept a bid or proposal which appears to be in the best interest of the College, 3.) to waive any informalities in any part of any bid or proposal.

D. Bid Opening

Bids will be opened in public session, with at least three individuals from the College present, at the time and place stated in the bid notice, and will be evaluated for conformity with the bid specifications by administrative review. Board action will normally take place at the first regularly scheduled Board meeting after the bid opening.

Any bids received after the formal bid opening will be returned unopened to the vendor. Bidders will not be allowed to modify bids after being opened except as might be required to clarify whether or not a bid is in conformity with specifications. No bid will be considered unless it conforms to specifications.

E. Awarding of Contract

The Board of Trustees will normally award the contract to the low bidder who meets specifications. Exceptions may occur under the following circumstances:

- A. The quality, suitability and usability of the goods or services is unacceptable for the purpose intended.
- B. Evidence exists to question the vendor's ability to perform the required services.
- C. It is the policy of the Board of Trustees to support bidders domiciled within the taxing district of the College. Therefore, if the low bid is submitted by a bidder domiciled outside the College's taxing district, a bidder domiciled within the College's taxing district may be deemed the preferred bidder and awarded the bid if:
 - 1. The quality, suitability and/or usability of the goods or services are equal and fully comply with the minimum bid specifications, and the vendor has the capability to adequately service the product.
 - 2. The amount of the bid of the bidder domiciled within the College taxing district is not more than 1% greater than the amount of the low bid.

A bidder will be considered to be domiciled within the taxing district if they operate a place of business within the taxing district or if it has a sales representative whose residence is within the taxing district.

Revised: 5/11/04

Reviewed: 5/11/04, 2/14/17

Agenda Item #: V.D.

Date: May 6, 2021

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of selected employment contracts and letters.

BACKGROUND

Jessica Letterman has accepted the position of Payroll/Benefits Coordinator.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Jessica Letterman, Payroll/Benefits Coordinator, at an annual salary of \$35,568, starting May 7, 2021.

Biography

Jessica Letterman

Ms. Jessica Letterman has accepted the position of Payroll/Benefits Coordinator. Jessica has worked in the Business Office as Finance and Operations Assistant since June 2019. Previous to her Business Office Assistant position, she worked as the Part Time Bookstore Supervisor for one year. Jessica is a graduate of LCC with degrees in Accounting, Business Administration, Office Technology – Administrative Assistant and Medical Administrative Assistant. While working on her degrees she was a member of Phi Theta Kappa and Student Support Services. She also has held various LCC workstudy positions at while earning her Associate degrees.

She will graduate from Fort Hays with her Bachelor's degree in Business Education Corporate Communications next month.

With Board approval, she begins the job on May 7, 2021.

POSITION DESCRIPTION

PAYROLL/BENEFITS ACCOUNTANT

Reports to: Vice President of Finance & Operations

Organizational Unit: Professional Staff

Salary range: Coordinator, Exempt, Full time

Revision Date: February 2021

I. Basic Purpose of Position

The Payroll/Benefits Accountant Coordinator reports to the Vice President of Finance and Operations and works closely with the HR Director. The major responsibilities are producing the monthly payroll, completing all reporting requirements and reconciliations, managing the College's benefit plan as well as some Accounts Receivable and Accounts Payable functions.

II. Essential Job Functions

- A. Ability to independently produce monthly payroll and reports, W-2s, transfers, tax deposits, quarterly reports, etc., pertaining to payroll
- B. Ability to prepare journal entries for payroll and benefits
- C. Ability to keep current on laws and regulations effecting payroll
- D. Ability to complete monthly balancing of all payroll accounts and bank reconciliation for the payroll account
- E. Ability to process advance checks for travel for clubs and groups and make reservations as needed
- F. Ability to complete surveys as assigned
- G. Ability to be knowledge of the Accounts Receivable and Accounts Payable duties and fill in during their absence or when help is needed
- H. Ability to administer and track college benefits to ensure the required paperwork is submitted for existing and new personnel
- I. Ability to administer annual open enrollment for health insurance, section 125 benefits and 403(b) retirement
- J. Ability to assist the VP of Finance & Operations in the bidding process for Workman's Comp, Athletic Insurance, and Property and Casualty insurance as needed
- K. Ability to calculate, prepare, distribute and track Administrative, Professional and Faculty contracts; and change of status forms for these groups and Educational Support Staff change of status forms
- L. Ability to respond to queries regarding past and present employees for unemployment, bank loans, governmental agencies, garnishments and other verifications
- M. Ability to manage the college's responsibilities on workers compensation claims in coordination with the Human Resources Director
- N. Ability to complete annual Work Comp audit
- O. Ability to serve as health insurance group leader and assist employees with health insurance changes, questions and problems. Keeps current on insurance laws. Assists in the insurance bid process if needed

- P. Ability to keep confidential protected health information under the provisions of HIPPA and treat this information in accord with the privacy provisions of the HIPPA act including requirements for safeguarding, releasing, and recording the release of such information
- Q. Ability to notarize school documents
- R. Ability to assist employees with KPERS enrollments, withdrawals, purchase of service credit, optional life insurance, retirements, disability, and death claims
- S. Ability to handle correspondence with KPERS and complete annual KPERS Report
- T. Ability to complete reports and tasks for annual audit
- U. Ability to complete special assignments and perform research tasks and other duties as directed by the Vice President of Finance & Operations
- V. Ability to administer the College's 403(b) matching plan being responsible for ensuring that all documents are completed correctly and sending monthly remittances to the third party administrator and completing yearly reports
- W. Ability to administer the College's Section 125 Cafeteria Plan
- X. Ability to complete FMLA forms in conjunction with the Director of Human Resources
- Y. Ability to record and make deposits in a timely manner
- Z. Ability to process employee and dependent tuition discounts
- AA. Ability to assist when needed with entry of financial aid available, to allow students to charge books
- BB. Ability to process and monitor the SB155 high school discount program
- CC. Must sign a confidentiality agreement
- DD. Ability to follow all LCC policy and procedures
- EE. Ability to be trained on HIPPA and FERPA requirements
- FF. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Assists employees with questions regarding benefits and payroll
- B. KPERS, benefits and insurance companies' personnel
- C. Discuss benefits and required paperwork with new employees
- D. Various auditors
- E. All staff to resolve payroll and benefit issues

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Excellent interpersonal skills
- B. Previous experience administering benefit plans
- C. Above average working knowledge of state and federal payroll laws
- D. Strong accounting background
- E. Strong word-processing skills and knowledge of MS Word
- F. Able to efficiently organize tasks
- G. Experience using Excel

H. Ability to manage multiple tasks successfully

I. Eligible for bonding as a Notary

VI. Preferred Experience

Three years of accounting and payroll experience

VII. Educational Background

Bachelor of Arts/Science in Business, Accounting major preferred

VIII. Working Conditions/Environment

A. Normal office conditions

B. Significant amount of computer work

Agenda Item #: V.E.

Date: May 6, 2021

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the 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**

Check Number	Vendor	4/1/2021		Description	Account Number	Amount	Total
129238	A T and T			Phone Charges - Cherokee Center -	11-7103-631-000	\$943.67	
				Phone Charge - Cherokee Center -	11-7103-631-000	\$1,164.30	
				Phone Service - WTC	12-4204-631-000	\$455.17	\$2,563.14
129239	Alexander J Coplon			Baseball Travel - 4/3/21	11-5502-601-000	\$370.00	\$370.00
129240	Alexander J Coplon			Baseball Travel - 4/6/21	11-5502-601-000	\$370.00	\$370.00
129241	Alexander J Coplon			Baseball Travel - 4/8/21	11-5502-601-000	\$370.00	\$370.00
129242	Alexander J Coplon			Baseball Travel - 4/17/2021	11-5502-601-000	\$370.00	\$370.00
129243	Alexander J Coplon			Baseball Travel - 4/24/21	11-5502-601-000	\$450.00	\$450.00
129244	Cox Communications			Internet - Cherokee Center	11-6401-631-000	\$194.79	
				Cable - Cherokee Center	11-7103-701-000	\$112.11	\$306.90
129245	Crossroad Tours			Bus Trip, Baseball	11-5502-601-000	\$981.24	
				Bus Trip, Basketball	11-6502-720-000	\$1,264.00	
				Bus Trip, Baseball	11-6502-720-000	\$742.56	\$2,987.80
129247	Evergy Kansas Central INC			Electricity - 1230 Main	11-7102-634-000	\$183.70	\$183.70
129248	Brittany Haley			Reimburse ACE Ex Fitness Books for	11-5507-601-000	\$162.78	
				Reimburse WR Face Mask	11-5507-701-000	\$102.95	\$265.73
129249	Ross Harper			Reimburse Kansas Licensure	12-1211-681-000	\$73.80	
				Reimburse Mileage - Sam's	12-4204-601-000	\$75.04	\$148.84
129250	Kansas Gas Service			Gas Service - 1230 Main	11-7102-633-000	\$138.66	
				Gas Service - 1306 Main	11-7102-633-000	\$169.55	
				Gas Service	11-7102-633-000	\$432.34	
				Gas Service - WTC	12-4204-633-000	\$898.04	\$1,638.59
129253	Orscheln			Groundskeeping Supplies	11-7102-649-000	\$42.97	\$42.97
129254	Ryan S. Phillips			Softball Travel - 4/26/21	11-5509-601-000	\$450.00	\$450.00
129255	Ryan S. Phillips			Softball Travel - 4/22/21	11-5509-601-000	\$450.00	\$450.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	4/1/2021	Account Number	Amount	Total
129256	Ryan S. Phillips	Softball Travel - 4/17/21		11-5509-601-000	\$450.00	\$450.00
129257	Ryan S. Phillips	Softball Travel - 4/10/21		11-5509-601-000	\$450.00	\$450.00
129258	Ryan S. Phillips	Softball Travel - 4/1/21		11-5509-601-000	\$450.00	\$450.00
129259	Jerrold W Stanford	Men's BB Travel - 4/19/21		11-5508-601-000	\$2,240.00	\$2,240.00
129260	Jerrold W Stanford	Men's BB Travel - 4/10/21		11-5508-601-000	\$320.00	\$320.00
129261	Jerrold W Stanford	Men's BB Travel - 4/7/21		11-5508-601-000	\$320.00	\$320.00
129262	Jerrold W Stanford	Men's BB Travel - 4/5/21		11-5508-601-000	\$320.00	\$320.00
129263	Verizon Wireless	J Burzinski Phone Charges		11-6401-701-000	\$239.10	
		Custodians Phone Charges		11-7102-649-000	\$338.25	\$577.35
129264	Jeffrey Michael Vesta	Wrestling Travel - 4/3/21		11-5505-601-000	\$1,500.00	\$1,500.00
129265	W C A Waste Corporation	Trash Removal, Cherokee		11-7103-649-000	\$152.81	\$152.81
129266	Kara L Wheeler	Reimburse Mileage - LCHS		11-4202-602-000	\$11.20	\$11.20
					<u>\$17,759.03</u>	
	11-General Fund		\$16,256.98			
	12-Postsecondary Technical Education Fund		\$1,502.05			
	16-Auxillary Ent Fund		\$0.00			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$17,759.03</u>			

Checks approved for release prior to Board action

Mark Watkins

 President

Karen Doherty

 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/9/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129268	A T and T	Internet Upgrade	11-6401-631-000	\$1,363.73	\$1,363.73
129269	Baxter Springs District 508	Spring Math Instructor/Sara Davis	11-1133-523-002	\$1,837.50	\$1,837.50
129270	Linda Gale Brown	Reimburse KSRT Virtual Conf Reg	12-1246-630-000	\$50.00	\$50.00
129273	City of Parsons	Water Service	11-7102-632-000	\$2,422.13	
		Water Service - WTC	12-4204-632-000	\$139.05	
		Water Service	16-9482-632-000	\$293.24	\$2,854.42
129274	Daniel Colon	Copy Usage	11-4203-701-000	\$130.57	\$130.57
129275	Constellation Newenergy - GasDivision	Gas Service	11-7102-633-000	\$2,376.26	
		Gas Service	16-9482-633-000	\$276.18	\$2,652.44
129276	Crossroad Tours	Bus Trip, Softball	11-5509-601-000	\$1,495.52	
		Bus Trip, Softball	11-6502-720-000	\$778.48	\$2,274.00
129279	Evergy Kansas Central INC	Electricity	11-7102-634-000	\$11,608.42	
		Electricity - WTC	12-4204-634-000	\$521.25	
		Electricity	16-9482-634-000	\$718.62	\$12,848.29
129282	Brittany Haley	Reimburse Liquid IV	11-5507-701-000	\$66.07	\$66.07
129283	Karlee D Henson	Reimburse Mileage - Recruiting (3)	11-5302-601-000	\$81.37	\$81.37
129285	Kansas Department of Revenue	Bookstore Sales Tax/March	16-0000-216-001	\$85.09	
		Food Service Sales Tax/March	16-0000-216-002	\$352.09	\$437.18
129286	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$132.88	\$132.88
129288	Kylie Lucas	Reimburse Mileage - HS Visits (4)	11-5302-601-000	\$202.72	\$202.72
129290	MBS Direct, LLC	Returned FA Book	16-0000-131-002	(\$18.00)	
		Inventory	16-9381-740-000	\$16,873.50	\$16,855.50
129292	Ozarks Coca-Cola/Dr Pepper Bottling	Credit on Empty CO2 Tank	16-9684-743-000	(\$75.00)	
		Bag in the Box Pop	16-9684-743-000	\$532.47	\$457.47
129293	Rural Water District #5	Utility Water, Cherokee	11-7103-632-000	\$43.15	\$43.15

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	4/9/2021	Account Number	Amount	Total
129294	Aaron Mabe Smith	Reimburse Classroom Supply	Jeopardy	12-1208-700-000	\$20.00	\$20.00
129295	Sparklight	Cable Service		11-7202-648-000	\$172.62	\$172.62
129297	Touchtone Communications	Long Distance		11-6501-631-000	\$99.77	
		Long Distance/Cherokee Center		11-7103-631-000	\$21.96	\$121.73
					<u>\$42,601.64</u>	
	11-General Fund		\$22,833.15			
	12-Postsecondary Technical Education Fund		\$730.30			
	16-Auxillary Ent Fund		\$19,038.19			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$42,601.64</u>			

Checks approved for release prior to Board action

Mark Watkins

President

Abann Doherty

Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/16/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129298	Amazon.com LLC	Counseling Books	11-4208-701-000	\$28.29	
		Counseling Books	11-4208-701-000	\$9.57	
		Counseling Books	11-4208-701-000	\$73.30	
		Groundskeeping Supplies	11-7102-649-000	\$273.11	
		NGN Books	12-1208-700-000	\$11.93	
		NGN Books	12-1208-700-000	\$209.04	
		Case Study Books	12-1211-700-000	\$551.70	
		Dental Assisting Reference Pocketbox	12-1215-700-000	\$73.92	\$1,230.86
129299	American Dental Education Association	ADEA Directors Conf - Leigh Ann Mar	12-1215-700-000	\$250.00	\$250.00
129301		POY Creative Div 2021 1st Place	11-4101-701-000	\$100.00	\$100.00
129302	Kim Beachner	Reimburse Missouri Nursing License	11-4200-630-025	\$61.75	\$61.75
129306	Commerce Bank	Rental Vans	11-6502-720-000	\$1,000.00	\$1,000.00
129307	Gabriella I Cortez	Reimburse Mileage - Tulsa Airport (2)	11-5503-601-000	\$252.00	\$252.00
129309	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$943.10	\$943.10
129310	Jenrifer Harding	Reimburse for Kansas License	11-4200-630-033	\$73.80	
		Reimburse for Oklahoma License	11-4200-630-033	\$100.00	\$173.80
129313	James O Howe	Student Legal Seminar - KNIG	12-1208-670-000	\$295.00	\$295.00
129317	Kansas Gas Service	Gas Service	11-7102-633-000	\$950.07	
		Gas Service	16-9482-633-000	\$112.99	\$1,063.06
129318	Melissa Kipp	Reimburse Online Video Training	11-4200-630-014	\$239.99	\$239.99
129319	Kelly D. Kirkpatrick	Reimburse Review NCLEX-RN Exam	11-4203-701-000	\$700.00	\$700.00
129325	Trent Steven McGown	Reimburse APTA Spring Conf. Reg.	12-1246-630-000	\$160.00	\$160.00
129326	Haley Renee Miller	Reimburse Mileage - Recruiting	11-5504-603-000	\$142.24	\$142.24
129327	Office of the State Fire Marshal	Boiler Inspection	11-7102-649-000	\$120.00	\$120.00
129328	Julie Page	Reimburse Mileage - Clinicals (3)	12-1208-602-000	\$218.40	\$218.40

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	4/16/2021	Account Number	Amount	Total
129330		POY Research Div 2021 1st Place		11-4101-701-000	\$100.00	\$100.00
129331	Veritiv	Copy Paper		11-6503-705-000	\$5,217.13	\$5,217.13
129332	Jeffrey Michael Vesta	Wrestling Travel - 4/20/21		11-5505-601-000	\$3,500.00	\$3,500.00
					<u>\$15,767.33</u>	
	11-General Fund		\$13,884.35			
	12-Postsecondary Technical Education Fund		\$1,769.99			
	16-Auxiliary Ent Fund		\$112.99			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$15,767.33</u>			

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/23/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129342	A T and T	Phone Service	11-6501-631-000	\$137.33	
		Phone Service	11-6501-631-000	\$2,725.62	\$2,862.95
129343	A T and T	Internet	11-6401-631-000	\$2,502.19	
		Internet	11-6401-631-000	\$4,111.35	\$6,613.54
129345	Cardmember Service	Red Roof, Women's BB Hesston	11-5503-601-000	\$342.95	
		Credit Red Roof, Women's BB Hesston	11-5503-601-000	(\$22.15)	
		Rodeway Inn, Wrestling Dual Hoisington	11-5505-601-000	\$730.43	
		Collins Sports Medicine	11-5507-701-000	\$264.64	
		Collins Sports Medicine	11-5507-701-000	\$102.86	
		Holiday Inn, MBB to KJCCC Tournament	11-5508-601-000	\$826.48	
		NSCEC Registration-Tammy Fuentes	11-5701-601-000	\$495.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$131.41	
		PEAT Exams	12-1213-700-000	\$790.00	
		Sonography Class Pins	12-1214-602-000	\$106.11	
		Abdominal Registry -	12-1214-681-000	\$250.00	
		Abdominal Registry -	12-1214-681-000	\$250.00	
		Physics Registry -	12-1214-681-000	\$225.00	
		Physics Registry -	12-1214-681-000	\$225.00	
		Physics Registry -	12-1214-681-000	\$225.00	
		Physics Registry -	12-1214-681-000	\$225.00	
		CNA Fees	12-4204-701-000	\$82.00	
		Facebook Advertising	12-4204-711-000	\$16.71	\$5,491.44
129347	Tarah L Cockrell	Reimburse Meals - CPR Training	11-4200-630-035	\$53.33	
		Reimburse Mileage - CPR Instructor Training	11-4200-630-035	\$107.52	\$160.85

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/23/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129348	Commercial Bank/Cash	Fall Book Buybacks	16-9381-740-000	\$1,563.00	\$1,563.00
129349	Commercial Bank/Cash	Cash for Spring Buybacks	16-0000-103-001	\$5,000.00	\$5,000.00
129350	Constellation Newenergy - Gas	DivisionGas Service	11-7102-633-000	\$1,313.28	
		Gas Service	16-9482-633-000	\$87.56	\$1,400.84
129351	Lori Ford	Reimburse Meals for Advisory Commi	12-1218-709-000	\$69.90	\$69.90
129352	Kara Good	Reimburse State Licensure	12-1211-681-000	\$73.80	
		Reimburse NBRC Review Material	12-1211-700-000	\$160.00	\$233.80
129354	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$174.07	\$174.07
129355	Melissa Kipp	Reimburse Supplies	12-1203-700-000	\$149.57	\$149.57
129357	Labette Health	Simulation Supplies	12-1208-700-000	\$175.94	\$175.94
129359	Laser Designs/PSHTC	Name Badge	11-1109-700-000	\$5.00	
		Name Badge	11-5302-701-000	\$5.00	
		Name Badges	12-1208-700-000	\$30.00	
		Name Badge	16-9381-701-000	\$5.00	\$45.00
129362	Overland Charters.com	Bus Trip, MBB	11-6502-720-000	\$1,850.00	\$1,850.00
129365	Robert E Perez	Reimburse Mileage - Cherokee Cente	11-4202-602-000	\$33.60	\$33.60
129366	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,738.98	\$1,738.98
129369	Veritiv	Panel Cards	11-6503-705-000	\$114.70	
		Supplies	11-1102-700-000	\$25.13	\$114.70
129370	Wal-Mart Community	Replacement TV & Mount	11-6402-850-000	\$147.96	
		Groundskeeping Supplies	11-7102-649-000	\$177.30	
		Groundskeeping Supplies	11-7102-649-000	\$129.76	\$129.76
		Groundskeeping Supplies	11-7102-649-000	\$169.40	\$169.40
		Cherokee Supplies	11-7103-701-000	\$16.68	\$16.68
		Food	16-9684-743-000	\$108.87	\$108.87

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/23/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129370	Wal-Mart Community	Food	16-9684-743-000	\$29.45	
		Food	16-9684-743-000	\$9.66	
		Food	16-9684-743-000	\$86.02	
		Food	16-9684-743-000	\$88.57	
		Food	16-9684-743-000	\$133.83	
		Food	16-9684-743-000	\$21.15	
		Food	16-9684-743-000	\$193.07	
		Food	16-9684-743-000	\$96.79	
		Food	16-9684-743-000	\$5.04	\$1,438.68
				<u>\$29,116.86</u>	

11-General Fund	\$18,235.75
12-Postsecondary Technical Education Fund	\$3,279.03
16-Auxiliary Ent Fund	\$7,602.08
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$29,116.86</u>

Checks approved for release prior to Board action



President



Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
		4/26/2021			
129371	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$36.44	\$36.44
129372	Bay Bridge Administrators, LLC f/b/o S	Employee 403b Contributions	11-0000-258-000	\$16,846.00	
		MASA Premiums	11-0000-262-001	\$224.00	
		Cancer Premiums	11-0000-273-000	\$219.93	
		Disability Premiums	11-0000-275-000	\$683.70	
		Term Life Ins Premiums	11-0000-276-000	\$1,112.07	
		Term Life Ins Premiums	11-6501-590-001	\$318.18	
129373	L C C Faculty Association	Employer 403b Matching	11-6501-590-001	\$4,995.00	\$24,398.88
129374	L C C Foundation	Faculty Dues	11-0000-264-000	\$1,053.83	\$1,053.83
129375	Newman, Hess & Associates, P.A.	Employee Contributions	11-0000-268-000	\$1,099.35	\$1,099.35
129376	W.H. Griffin Trustee	Garnishment	11-0000-270-000	\$332.35	\$332.35
		Garnishment	11-0000-270-000	\$167.00	\$167.00
				<u>\$27,087.85</u>	

11-General Fund	\$27,087.85
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$27,087.85</u>

Checks approved for release prior to Board action


 President


 Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/29/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129377	Delyna R Bohnenblust	Reimburse Mileage/Eval, Clinical, Lun	12-1208-602-000	\$266.56	\$266.56
129378	Tarah L Cockrell	Reimburse Hotel - CPR Training	11-4200-630-035	\$180.00	\$180.00
129379	Alexander J Coplon	Baseball Travel - 5/1/21	11-5502-601-000	\$450.00	\$450.00
129380	Alexander J Coplon	Baseball Travel - 5/8/21	11-5502-601-000	\$370.00	\$370.00
129381	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$194.79	
		Cable - Cherokee Center	11-7103-701-000	\$112.11	\$306.90
129382	Evergny Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$186.22	\$186.22
129383	Brittany Haley	Reimburse WBB Renting Wheelchair	11-5507-701-000	\$40.00	\$40.00
129384	Jennifer Harding	Reimburse KRCS	11-4200-630-033	\$50.00	
		Reimburse Mileage - Clinicals (13)	12-1211-602-000	\$925.68	\$975.68
129385	Ross Harper	Reimburse Mileage/Eval (2), Cherokee	12-4204-601-000	\$103.04	\$103.04
129386	Kansas Gas Service	Gas Service - 1230 Main	11-7102-633-000	\$107.64	
		Gas Service - 1306 Main	11-7102-633-000	\$106.88	\$214.52
129388	Trent Steven McGown	Reimburse Mileage - Site Visit (5)	12-1213-602-000	\$475.61	\$475.61
129389	Orscheln	Groundskeeping Supplies	11-7102-649-000	\$134.92	\$134.92
129390	Julie Page	Reimburse Nursing Licensure in Miss	11-4200-630-024	\$61.75	\$61.75
129392	Ryan S. Phillips	Softball Travel - 5/6/21	11-5509-601-000	\$450.00	\$450.00
129393	Ryan S. Phillips	Softball Travel - 5/1/21	11-5509-601-000	\$450.00	\$450.00
129395	Cheryl Smith	Reimburse Mileage - Clinicals (6)	12-1208-602-000	\$230.72	\$230.72
129396	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$91.00	
		Housing/	11-0000-201-001	\$3.23	
		Housing/	11-0000-201-001	\$85.80	
		Housing/	11-0000-201-001	\$732.00	
		Housing/	11-0000-201-001	\$8.67	
		Housing/	11-0000-201-001	\$93.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL


4/29/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129396	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$71.00	
		Housing/	11-0000-201-001	\$2,969.00	
		Housing/	11-0000-201-001	\$3,431.89	
		Housing/	11-0000-201-001	\$2,468.86	
		Housing,	11-0000-201-001	\$3.88	
		Housing/	11-0000-201-001	\$255.00	
		Housing/	11-0000-201-001	\$20.86	\$10,234.19
129397	W C A Waste Corporation	Trash Removal, Cherokee	11-7103-649-000	\$152.81	\$152.81
				<u>\$15,282.92</u>	

11-General Fund	\$13,281.31
12-Postsecondary Technical Education Fund	\$2,001.61
16-Auxiliary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$15,282.92</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

4/30/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129398	Ace Hardware, Inc.	Maintenance Supplies	11-7102-649-000	\$44.56	
		Maintenance Supplies	11-7102-649-000	\$28.63	
		Maintenance Supplies	11-7102-649-000	\$32.36	
		Maintenance Supplies	11-7102-649-000	\$6.99	
		Maintenance Supplies	11-7102-649-000	\$104.55	
		Maintenance Supplies	11-7102-649-000	\$22.42	
		Maintenance Supplies	11-7102-649-000	\$4.59	
		Killzall	11-7102-649-000	\$31.99	
		Groundskeeping Supplies	11-7102-649-000	\$79.96	
		Gate Latch	11-7102-649-000	\$6.59	
		Draino	11-7102-649-000	\$41.99	
		Capacitor	11-7102-649-000	\$11.49	
		Groundskeeping Supplies	11-7102-649-000	\$55.97	\$472.09
129399	American Electric Company	Electric Supplies	11-7102-649-000	\$311.00	
		Wall Switch	11-7102-649-000	\$100.00	
		Electrical Supplies	11-7102-649-000	\$2,608.00	
		Electrical Supplies	11-7102-649-000	\$2,059.00	
		Motion Lights	11-7102-649-000	\$158.00	
		Electrical Supplies	11-7102-649-000	\$316.00	\$5,552.00
129400	American Media Investments	March Advertising	11-6301-613-000	\$336.00	\$336.00
129401	Bleacher Gear	Plaques	11-4101-701-000	\$50.00	\$50.00
129402	Micheal Brown	Shot Clock and Live Stream for Sp. 2	11-5506-576-000	\$390.00	\$390.00
129403	C D W Government Inc	Adobe License	11-6401-701-000	\$125.70	
		Barracuda Threat Protection Renewal	11-6401-701-000	\$6,984.00	\$7,109.70
129404	C. D. L. Electric Co., INC	Baseball Field Maintenance	11-7102-649-000	\$1,081.40	\$1,081.40

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	4/30/2021		Total
			Account Number	Amount	
129405	Carolina Biological Supply Company	Microbiology Supplies	11-1102-700-000	\$160.74	
		Microbiology Supplies	11-1102-700-000	\$287.02	
		Biology Lab Supplies	11-1102-700-000	\$209.00	
		Slide Cabinet Unit system	11-1102-700-000	\$702.27	
		Microbiology Lab Supplies	11-1102-700-000	\$227.60	
		Microbiology Lab Supplies	11-1102-700-000	\$198.94	
		Microbiology Lab Supplies	11-1102-700-000	\$196.71	\$1,982.28
129406	Copy Products Inc	Copy Usage for Cherokee Center	11-7103-701-000	\$94.53	\$94.53
129407	Data Source Media, Inc	Lexmark High Yield Toner for MS315	11-6401-701-000	\$644.00	
		LEXMARK C3224	11-6401-701-000	\$355.00	\$999.00
129408	Dave's Phone Service	Fire Alarm Inspections	11-7102-649-000	\$700.00	\$700.00
129409	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$31.72	\$31.72
129410	E N V Services Inc.	Laminar Flow Hood Annual Servicing	11-1102-646-000	\$665.00	\$665.00
129411	Ebsco Information Services	EBSCO Magazine Renewal List 2021	11-4101-704-001	\$7,995.36	\$7,995.36
129412	Robert M Emery	Announcing for Indoor Sports Sp. 21	11-5506-576-000	\$960.00	\$960.00
129413	Fastenal Company	Maintenance Supplies	11-7102-649-000	\$5.75	
		Maintenance Supplies	11-7102-649-000	\$21.01	
		Maintenance Supplies	11-7102-649-000	\$25.30	
		Facilities Supplies	11-7102-649-000	\$88.17	
		Cut Off Wheels	12-1219-700-000	\$52.50	\$192.73
129414	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$577.00	
		Chemistry Equipment	11-1106-850-000	\$376.65	\$953.65
129415	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$173.88	
		Supplies	16-9684-701-000	\$43.57	
		Supplies	16-9684-701-000	\$109.19	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
129415	Graves Menu Maker Foods	Supplies	16-9684-701-000		\$81.63	
		Food	16-9684-743-000		\$1,018.48	
		Food	16-9684-743-000		\$489.83	
		Food	16-9684-743-000		\$753.52	
		Food	16-9684-743-000		\$412.46	
		Food	16-9684-743-000		\$256.97	\$3,339.53
129416	Grey House Publishing	Reader's Guide to Periodicals 2021	11-4101-703-000		\$458.00	
		Current Biography Yearbook 2021	11-4101-703-000		\$179.10	\$637.10
129417	Hawkes Learning Systems	Hawkes Learning Access Codes	11-1124-700-001		\$674.06	\$674.06
129418	Herff Jones Inc.	Faculty Regailia	11-5303-706-001		\$105.50	\$105.50
129419	Herring Bank	ID Card Supplies	11-6401-701-000		\$439.10	\$439.10
129420	Herrman Lumber	Maintenance Supplies	11-7102-649-000		\$51.60	
		Maintenance Supplies	11-7102-649-000		\$17.20	\$68.80
129421	Hillyard/Springfield	Custodial Supplies	11-7102-702-000		\$1,052.73	\$1,052.73
129422	Anthony Houk	Scoreboard for MBB Sp 21.	11-5506-576-000		\$30.00	\$30.00
129423	Independence Daily Reporter	Payroll Benefits Accountant Position A	11-6504-613-000		\$82.80	\$82.80
129424	Jock's Nitch/Parsons	Volleyball Clothing	11-5504-701-000		\$2,500.00	
		Volleyball Supplies	11-5504-701-000		\$1,243.00	\$3,743.00
129425	Johnson Controls	Service Agreement	11-7202-648-000		\$7,220.00	\$7,220.00
129426	K L K C	March Advertising	11-6301-613-000		\$150.00	
		March Advertising	11-6301-613-000		\$150.00	
		March Advertising	11-6301-613-000		\$400.00	\$700.00
129427	K S Y N-FM	March Advertising	11-6301-613-000		\$1,025.00	\$1,025.00
129428	Kansas Outdoor Advertising	April Advertising	11-6301-613-000		\$300.00	
		April Billboard Rental	11-6301-613-000		\$575.00	\$875.00

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	4/30/2021		Total
			Account Number	Amount	
129429	Kansas State Board of Nursing	KSBN Annual Reapproval Fee	12-1208-670-000	\$400.00	\$400.00
129430	KMI Metals	Steel	12-1219-700-000	\$327.95	
		Steel	12-1219-700-000	\$9,754.01	\$10,081.96
129431	L C C Foundation	Donation/John Ford's Retirement	11-6504-692-001	\$300.00	\$300.00
129432	Labette Avenue	Online Auction Ad	11-6301-613-000	\$40.00	
		Spring Green ad	11-6301-613-000	\$80.00	
		Payroll Benefits Accountant Position A	11-6504-613-000	\$60.00	\$180.00
129433	Laser Designs/PSHTC	Summa Cum Laude Awards	11-5303-706-001	\$280.00	
		Cardinal Citation Plquard	11-6505-701-000	\$2.00	
		Cardinal Citation Award	11-6505-701-000	\$150.00	\$432.00
129434	Marmic Fire and Safety Co Inc	Fire Inspection	11-7202-648-000	\$74.25	\$74.25
129435	McCarty's Office Machines Inc	Canon Color Copier Maintenance	11-6503-648-000	\$98.05	
		Copier Repair-Gym	11-6503-648-000	\$258.00	
		Copy Usage - WTC	12-1219-700-000	\$251.40	\$607.45
129436	McGraw-Hill Companies	Connect Math Codes	11-1124-700-001	\$2,600.00	\$2,600.00
129437	Mid America Sanitation	Portable Toilets, Baseball	11-7102-649-000	\$85.00	\$85.00
129438	Mytown Media, Inc	March Advertising	11-6301-613-000	\$240.00	\$240.00
129439	Neosho County Community College	Leadership Seminar	11-5503-701-000	\$200.00	\$200.00
129440	Nexstar Broadcasting, Inc	March Advertising/KSNF	11-6301-613-000	\$750.00	
		March Advertising/FourStates	11-6301-613-000	\$287.60	
		March Advertising/FourStates	11-6301-613-000	\$500.00	\$1,537.60
129441	Overhead Door Co. of Springfield, Inc. Service Call		11-7102-649-000	\$315.00	\$315.00
129442	P1 Group Inc	Maintenance Agreement	11-7103-649-000	\$500.00	
		Maintenance Agreement	11-7202-648-000	\$5,123.00	\$5,623.00
129443	Parsons Sun	School News Ad	11-6301-613-000	\$76.00	

**LABETTE COMMUNITY COLLEGE
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4/30/2021

Check Number	Vendor	Description	Account Number	Amount	Total
129443	Parsons Sun	Labette Community Guide	11-6301-613-000	\$325.00	
		Basketball Congrats	11-6301-613-000	\$50.00	
		Allied Health Coord Position Announc	11-6504-613-000	\$85.13	
		Fine Arts Instructor	11-6504-613-000	\$56.75	
		Respiratory Therapy Dir Position Ann	11-6504-613-000	\$62.43	
		Payroll Benefits Accountant Position A	11-6504-613-000	\$56.75	\$712.06
129444	Phi Theta Kappa Honor Society	PTK Grad Items	11-1126-604-000	\$62.99	\$62.99
129445	Pitney Bowes Inc.	Postage Machine Lease	11-6503-641-000	\$1,277.13	\$1,277.13
129446	Practicon, Inc	Mouth Model/Removable, Upper, Low	12-1246-701-002	\$1,157.96	\$1,157.96
129447	Proforma	Marketing Giveaways	12-4204-711-000	\$2,017.61	\$2,017.61
129448	QueenB Television of Kansas/Missouri	March Advertising/KOAM	11-6301-613-000	\$1,500.00	\$1,500.00
129449	Reserve Account	PBP #20352357 (Postage)	11-6503-611-000	\$2,000.00	\$2,000.00
129450	Sherwin-Williams Company	Painting Supplies	11-7102-649-000	\$48.13	\$48.13
129451	SignWarehouse, Inc	Printshop Supplies	11-6503-701-000	\$758.91	\$758.91
129452	Sports in Kansas, LLC	State Tournament Sponsor	11-6301-613-000	\$360.00	
		March Advertising	11-6301-613-000	\$200.00	
		February Advertising	11-6301-613-000	\$200.00	\$760.00
129453	Sunbelt Rentals, INC	Gymnasium AC	11-7202-648-000	\$2,370.85	\$2,370.85
129454	Sweetwater Sounds, Inc.	Furman 8+1 Outlet 15A Rk Pwr w/Ligt	11-6403-701-000	\$194.97	\$194.97
129455	T H Rogers Lumber Company	Lumber	11-7102-649-000	\$179.40	\$179.40
129456	The Lambda Beta Society	Membership - Kara Good	12-1211-681-000	\$55.00	\$55.00
129457	Thompson Bros. Supplies, INC	Welding Supplies	12-1219-700-000	\$241.50	
		Cold Saw Coolant	12-1219-700-000	\$238.35	
		Wire for Welders	12-1219-700-000	\$423.05	
		Battery	12-1219-700-001	\$32.42	

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	Account Number	Amount	Total
129457	Thompson Bros. Supplies, INC	Cylinder Rental	12-1219-700-002	\$178.38	\$1,113.70
129458	ULine, Inc.	Painters Masking Tape, Tyvek Envelop	11-6503-701-000	\$236.59	\$236.59
129459	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$67.46	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$67.46	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$67.46	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$67.46	
		Uniforms	11-7202-648-000	\$67.25	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$145.16	
		Uniforms	11-7202-648-000	\$67.25	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$145.16	
		Aprons, Mops, Mats, Cloths	11-7202-648-000	\$145.16	
		Uniforms	11-7202-648-000	\$67.25	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$148.09	
		Uniforms	11-7202-648-000	\$67.26	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$50.00	\$1,322.42

**LABETTE COMMUNITY COLLEGE
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Check Number	Vendor	Description	4/30/2021	Account Number	Amount	Total
129460	Mark Watkins	Vehicle Expense		11-6501-590-001	\$900.00	\$900.00
					<u>\$88,902.06</u>	
	11-General Fund		\$70,232.40			
	12-Postsecondary Technical Education Fund		\$15,130.13			
	16-Auxillary Ent Fund		\$3,539.53			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$88,902.06</u>			

