

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

November 4, 2021

5:30 p.m.

Cardinal Event Center

Review Copy

Lafayette Community College
Board of Trustees Meeting Agenda
Thursday, November 4, 2021
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of October 14, 2021, Regular Meeting Minutes (Exhibit 2)
- III. Reports and/or Board Discussion
 - 1. Faculty Senate Report
 - 2. Student Government Association Report
 - 3. Administrative Reports
 - a. Comparison of Expenditures to Budget
 - b. Construction Update – Aaron Hight
 - 4. President’s Report
 - a. Workforce Update – Ross Harper
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Professional Staff Letter..... (Exhibit 3)
 - B. New Course Proposal..... (Exhibit 4)
 - C. Policies Review..... (Exhibit 5/6)
 - D. Approval of Bills..... (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.

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. Next Regular Board Meeting: Thursday, December 9, 2021, 5:30 p.m. and Tentative Agenda Items

VIII. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
October 14, 2021

The Board of Trustees met at 5:30 p.m. on Thursday, October 14, 2021 in the Cardinal Event Center.

Members Present

Mr. Rod Landrum
Mr. Pat McReynolds
Mr. Montie Taylor
Mr. David Winchell

Members Absent

Mr. Mike Howerter
Mr. Carl Hoskins

Others Present

Dr. Mark Watkins
Leanna Doherty – via phone
Tammy Fuentes
Dr. Jason Sharp
Kevin Doherty
Bethany Kendrick

Kara Wheeler
Aaron Hight
Lindi Forbes

Theresa Hundley
Janice Every

Aaron Keal
Fiona Bartelli
Megan Fugate
Phil Jack
Laurie Lewis

Heidi Flora recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the presented agenda. Dr. Watkins presented a revised agenda. Trustee McReynolds moved to approve the agenda as amended. Chair Landrum seconded and motion carried 4-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the September 9, 2021 regular meeting minutes, Trustee Taylor moved to approve the minutes as presented. Trustee McReynolds seconded and motion carried 4-0.

Reports and/or Board Discussion

Faculty Senate Report

None

SGA Report

President Fiona Bartelli gave a thorough SGA report.

Administrative Report

Comparison of expenditures to the budget – The September financial report was placed at the table. Leanna Doherty attended via conference call. At the end of September, the budget is 25% through the year. The general fund was 21% expended and the post technical education fund was 23% expended. She invited questions from the Trustees.

Facilities Update

Aaron Hight of Crossland Construction gave an update on the gym renovation and new construction.

President's Report

Financial Aid Report

Megan Fugate, Director of Financial Aid, gave financial aid reports for AY2021 and AY2022.

Dr. Watkins gave a brief update on the corrected Annual Report – each trustee received a copy.

Dr. Watkins gave a COVID update and outcome of the most recent Emergency Response Team meeting.

Dr. Watkins gave report of a recent meeting with HFG architecture representatives. HFG would like to meet with Board members at the 10/20/21 construction meeting. Chair Landrum agreed to meet with the team along with Dr. Watkins.

Dr. Sharp spoke about an LCC collaboration with Parsons Police Department to create a Public Safety Center.

Old Business (ACTION, REPORT OR DISCUSSION ITEMS)

Policy Approval

Trustee McReynolds moved to approve changes to Policy 3.36 – Academic Course Definitions and Classifications. Trustee Winchell seconded and motion carried 4-0.

Trustee McReynolds moved to approve changes to Policy 3.03 – Catalog. Trustee Taylor seconded and motion carried 4-0.

New Business (ACTION, REPORT OR DISCUSSION ITEMS)

AY2021 Report of Student Learning

Kara Wheeler, Dean of Instruction, gave highlights of the 2021 Report of Student Learning which were sent out in Trustee packets prior to tonight’s meeting.

Professional Staff Employment Letter

Trustee Winchell moved to approve the professional staff employment letters for Tyler S. Allen, Student Support Services Academic Advisor, starting 9/27/21, at an annual salary of \$35,750; Ashley P. George, Part-time Assistant Women’s Basketball Coach, starting 10/11/2021, at an annual salary of \$20,538; and Roxie Howard, Print and Graphic Specialist, starting 10/25/2021, at an annual salary of \$32,000. Trustee McReynolds seconded and motion carried 4-0.

Approval of Bills

Trustee Winchell moved to approve the Claims Register. Trustee Taylor seconded and motion carried 4-0.

Executive Session for the purpose of discussing personnel matters for non-elected personnel

Trustee McReynolds moved to recess into executive session at 6:25 pm for 10 minutes for the purpose of discussing non-elected personnel.

The executive session required to protect the privacy interests of an identifiable individual. Dr. Mark Watkins, Janice Every and Bethany Kendrick were invited into the session.

Trustee Taylor seconded and the motion carried 4-0.

At 6:35 pm Trustee Winchell moved to extend the executive session 5 minutes for the purpose of discussing non-elected personnel. Trustee Taylor seconded and the motion carried 4-0.

Reconvened at 6:40 pm.

Public Comment

Phil Jack, retiring Director of Office Services, thanked the Board for 37 great years of employment and invited them to his retirement reception on 10/25/21 at 2:00 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 November 4, 2021 at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee McReynolds moved to adjourn the meeting at 6:43 pm. Trustee Taylor seconded and motion carried 4-0.

Heidi Flora, Clerk of the Board

SUBJECT

Professional Staff Employment Letter

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Lauren Holmes has accepted the position of Student Life Specialist.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Lauren Holmes, Student Life Specialist, at a salary of \$30,000, starting October 25, 2021.

Biography

Lauren L. Holmes

Ms. Lauren Holmes has accepted the Student Life Specialist position beginning October 25, 2021. Ms. Holmes earned a Bachelor of General Studies degree from West Texas A & M University. She formerly worked at the Cal Farley's Boys Ranch for several years as a Caseworker where she worked with youth and families advocating for higher education.

POSITION DESCRIPTION

Student Life Specialist

Reports to: Vice President of Student Affairs

Organizational Unit: Professional Staff

Pay Rate Range: Specialist, Non Exempt, Full time

Revision Date: August 2021

I. Basic Purpose of Position

The Student Life Specialist is responsible for the planning and facilitation of extracurricular/nonacademic activities, including, but not limited to: student activities, Student Government Association, LCC Pantry, and student organizations. In addition, the Specialist provides supporting roles in advising, financial aid, and admissions.

II. Essential Job Functions

- A. Ability to serve as lead advisor to the Student Government Association (SGA) and Campus Activities Board (CAB), ensuring adherence to college policies and procedures and coordinate regular meetings with SGA, SGA Executive Board and CAB, disseminating pertinent information to all campus offices
- B. Ability to work to strengthen student organizations via offering workshops, resources and recruitment activities, i.e., the Fall Organization Fair and student leadership workshops
- C. Ability to supervise annual campus-wide events, e.g., Kids Fall Fest, Homecoming, Spring Fling, and the Student Awards Ceremony
- D. Ability to customize student activities and student life functions that best fits students wants and needs based on experimentation, research, evaluation and input from SGA and CAB
- E. Ability to work to create and establish new student organizations and assist in the restarting of former ones
- F. Ability to coordinate programming of campus-wide events including contract negotiations, promotion, event security and program implementation
- G. Ability to work with the Villas Staff to coordinate events for students living in the residence hall
- H. Ability to oversee operations of the LCC Pantry, LCC Free Dinners, and other initiatives to address food insecurity
- I. Ability to assist in the successful completion of financial aid applications for students
- J. Ability to assist with recruitment activities such as high school visits and special enrollment days
- K. Ability to assist with student advising during high traffic times

- L. Ability to provide documentation for co-curricular outcomes for HLC (Higher Learning Commission)
 - M. Ability to serve as a Campus Security Authority (CSA) and complete annual training
 - N. Ability to follow all LCC policy and procedures
 - O. Ability to perform other duties as assigned
 - P. Ability to maintain regular and timely attendance
- III. Consulting Tasks**
- A. Student affairs, instructional, and student success center personnel
 - B. Other college/university personnel, dependent upon assigned tasks
 - C. Financial aid, admissions, registrar, and housing personnel
- IV. Supervises the Following Staff**
- A. One or more student assistants
 - B. Four SGA Executive Board officers, with primary responsibility in student governance and programming as well as four senators and four CAB officers
- V. Required Knowledge, Skills and Personal Qualifications**
- A. Work cooperatively and effectively with students, supervisor, faculty, and college staff
 - B. Knowledge of computer software programs
 - C. Excellent human relations and organizational skills
 - D. Good verbal and written communication skills
 - E. Self-starter who is able to work effectively and productively with minimal supervision
 - F. Fast learner able to adapt easily to new situations and tasks
 - G. Good motivational, supervisory and counseling skills
- VI. Preferred Experience**
- Knowledge of the following: advising, financial aid, admissions, recruitment, enrollment management, marketing, etc.
- VII. Educational Background**
- Bachelor's degree in communication or related field is required.
- VIII. Working Conditions/Environment**
- A. Busy office conditions at times with evening and weekend hours required
 - B. Some area travel at times

Agenda Item #: V.B.

Date: November 4, 2021

SUBJECT

New Program/Course Approval

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

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

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the following new course(s):

- Physics for Healthcare

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

New/Revised Course Name & Course Description	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
General Physics for Health Sciences	4	HEAL 109	10/27/2021	Spring 2022
<p>This course will enable the student to approach physics with practical applications in healthcare. The course explores soundwaves, motion, force, work, rate, fluid dynamics, momentum, and resistance. The student will learn the concepts to energies systems- mechanical, fluid, electrical, and thermal within the circulatory system. Students perform laboratory experiments that relate each concept to the four energy systems.</p>				

Agenda Item #: V.C.

Date: November 4, 2021

SUBJECT

Approval of Board Policy Changes

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:

Policy 3.01 Curriculum & Policy

Policy 3.35 Program Review

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review Policy 3.01 Curriculum & Policy and Policy 3.35 Program Review.

The Instructional Outcomes and Assessment Committee, chaired by the Dean of Instruction, establishes institutional learning outcomes for degrees and certificates referred to as student learning outcomes for programs of study. These are then reviewed by President's Council and approved by the Board of Trustees. The vision, mission, and core values of the College's Strategic Plan are at the forefront throughout this process. The student learning outcomes consist of ~~knowledge, critical thinking, communication, and social awareness.~~

- Communication
- Global Understanding and Civic Engagement
- Quantitative/Analytic Methods and Scientific Literacy
- Information and Digital Literacy
- Personal and Professional Behavior

Course outcomes and competencies are established by faculty based on their mastery of their discipline, scholarship, and expertise. These course outcomes and competencies also align with program outcomes. Each course is reviewed annually by the master syllabus author assigned to the course. Any changes are sent to the Dean's Office for review. The Curriculum and Instruction (C&I) Committee approves changes to course titles, credit hours, course descriptions, course outcomes, and new programs/courses. New programs/courses are recommended to the Board of Trustees for approval. If appropriate, these are then submitted to the Kansas Board of Regents (KBOR).

~~All programs are reviewed on a five-year rotation. The program reviews are presented to the Board of Trustees for their approval. Specific curriculum needs and recommendations from these program reviews are included in the operational plans which are updated annually.~~

Some courses have been approved by the Kansas Board of Regents to be transfer and articulation courses designed to provide seamless transfer between all Kansas higher learning institutions. Course outcomes and competencies for these courses are determined by annual Kansas Core Outcomes Project meetings with instructors in the disciplines from colleges throughout the state. All LCC transfer and articulation courses include the approved KBOR statement regarding learning outcomes and competencies.

Revised: 6/12/01, 6/20/13, 3/10/16

POLICY 3.35

PROGRAM REVIEW

The Academic and Non-Academic Program/Discipline Reviews are a process of reflection and analysis conducted for the purpose of improving program/activity quality and to document progress. Members of the Academic and Non-Academic Review Committees are chosen from across the College and include all faculty/personnel involved in the program/activity being reviewed. The process is comprehensive, focusing on all major aspects of the program/activity and conducted as part of an on-going system for continuous improvement. Completed Program/Discipline Reviews are forwarded to the President and the Board of Trustees for their approval.

Adopted: 7/11/07

Revised: 10/8/15

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

Note: The Claims Register for Approval (pink sheets) will be made available separately due to the early meeting date.

The President recommends approval of the bills.