

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, January 13, 2022
5:30 p.m.
The Cardinal Event Center

- I. Election of the Officers for the Board of Trustees (2022 Reorganization)
- II. Adoption of Agenda.....(Exhibit 1)
- III. Approval of December 9, 2021, Regular Meeting Minutes.....(Exhibit 2)
- IV. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Audit Report – Phil Jarred
 - iii. Construction Report – Aaron Hight
 - C. President’s Report
- V. Old Business (Action, Report, or Discussion)
 - A. Policy Approval -
9.01 *Professional Employees; Conditions of Employment*.....(Exhibit 3)
- VI. New Business (Action, Report, or Discussion)
 - A. 2022 Regular Meeting Dates of the Board of Trustees..... (Exhibit 4)
 - B. New Professional Staff Position..... (Exhibit 5)
 - C. Approval of Bills..... (Exhibit 6)
 - D. 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.

EXHIBIT 1

VII. Public Comment

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

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

VIII. Next Regular Board Meeting: February 10, 2022, 5:30 p.m., The Cardinal Event Center

IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
December 9, 2021

The Board of Trustees met at 5:30 p.m. on Thursday, December 9, 2021 in the Student Success Center Conference Room.

Members Present

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

Others Present

Dr. Mark Watkins	Aaron Hight	Laurie Lewis
Leanna Doherty – via phone	Lindi Forbes	Lauren Holmes
Dr. Jason Sharp	Janice Every	Fiona Bartelli
Bethany Kendrick	Tammy Fuentes	
Kara Wheeler	Kelly Kirkpatrick	

Heidi Flora recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the presented agenda. Dr. Watkins had no changes. Trustee Hoskins moved to approve the agenda as presented. Trustee Taylor seconded and motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the November 4, 2021 regular meeting minutes. Trustee Hoskins moved to approve the minutes as presented. Trustee McReynolds seconded and motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

SGA Report

SGA President, Fiona Bartelli, gave a brief report on regarding SGA activities for Finals Frenzy Week.

Administrative Report

Comparison of Expenditures to the Budget – The November financial report was placed at the table. Leanna Doherty attended via conference call. At the end of November, the budget is 42% through

the year. The general fund is 36% expended and the technical education/vocational fund is 39% expended. Leanna invited questions from the Trustees.

Facilities Update

Aaron Hight of Crossland Construction gave an update on the new construction project.

President's Report

Introduction of New Professional Staff

Dr. Watkins introduced and welcomed the new professional staff, Lauren Holmes, Student Life Specialist.

Student Support Services Report

Kelly Kirkpatrick, Director of Student Support Services, presented handouts and gave an informative presentation regarding the operations of the Student Support Services department.

Other

Dr. Watkins thanked the Board for being flexible with moving the Board meeting location due to another activity being held in the Event Center.

Dr. Watkins reported on the LCC Spirit Squad and their fundraising efforts.

Old Business (ACTION, REPORT OR DISCUSSION ITEMS)

Policy Approval 3.01 Curriculum & Policy/Policy 3.35 Program Review

Trustee McReynolds moved to approve the changes to Policy 3.01 Curriculum & Policy. Trustee Taylor seconded the motion and the motion carried 6-0.

Trustee Hoskins moved to approve the changes to Policy 3.35 Program Review. Trustee Howerter seconded the motion and the motion carried 6-0.

New Business (ACTION, REPORT OR DISCUSSION ITEMS)

Policy 9.01 Professional Employees; Conditions of Employment

Dr. Sharp proposed changes to Policy 9.01 Professional Employee; Conditions of Employment.

Nursing Annie Simulator

Trustee Taylor moved to approve the purchase of Nursing Annie Simulator. Trustee Howerter seconded the motion and the motion carried 6-0.

Approval of Bills

Trustee McReynolds moved to approve the Claims Register. Trustee Winchell seconded and motion carried 6-0.

Public Comment

None

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 January 13, 2022 at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee McReynolds moved to adjourn the meeting at 6:15 pm. Trustee Hoskins seconded and motion carried 6-0.

Heidi Flora, Clerk of the Board

DRAFT

Agenda Item #: V.A.

Date: January 13, 2022

SUBJECT

Approval 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

Updated/created the following policies for approval:

Policy 9.01 Professional Employees; Condition of Employment

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 9.01 Professional Employees/Conditions of Employment.

A. General

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

B. Due Process Procedures

An act concerning due process procedures upon termination of non-renewal of teachers' contracts; providing for the disposition of certain costs of hearings thereon; is stated in K.S.A. 72-2252 to 72-2258.

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

C. Professional Compensation

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

(See Master Agreement, Article XVI.)

D. Meetings

See Master Agreement.

E. Office Hours

See Master Agreement.

F. Personnel Policies

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

(See Master Agreement)

G. Retirement

(See Master Agreement)

H. Teaching and Evaluation of Instruction

(See Master Agreement, Appendix D)

I. Qualifications

Labette Community College ~~abides by~~ follows the requirements of its accrediting body, the Higher Learning Commission (HLC), when determining faculty qualifications. ~~→~~ These qualifications are required by all full-time, adjunct, concurrent, dual credit, and temporary faculty who teach for the college. All faculty are required to have appropriate documentation on file.

- ~~1. Faculty teaching general education (transfer) courses are required to have the following qualifications:~~
 - ~~a. Master's degree or higher in the teaching discipline or subfield taught~~
 - ~~b. A Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.~~
 - ~~c. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.~~

- ~~2. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:~~
 - ~~a. Bachelor's degree and or valid/current industry recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.~~
 - ~~b. Faculty teaching non-transfer courses including developmental or college preparation courses, College Success Skills courses, continuing education workshops, Personal Enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline as determined by the Vice President of Academic Affairs.~~
 - ~~c. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified.~~
 - ~~d. Any exception due to special circumstances must be approved by the Vice President of Academic Affairs.~~

The Vice President of Academic Affairs or Dean of Instruction/CTE Director as appropriate make the determination if a potential instructor is properly credentialed by reviewing transcripts and other supporting documentation. ~~If the potential instructor is not properly credentialed, the Dean of Instruction may approve a Degree/Credentialing plan to ensure full compliance by September 1, 2022, which meets our HLC approved extension to come into compliance. The approved plan must be updated annually.~~

In addition to meeting the HLC required faculty qualifications, faculty ~~may~~ may need special credentialing requirements per program accreditation, teaching concurrent general education courses must meet the requirements of the the Kansas Board of Regents (KBOR), or Concurrent Enrollment Partnership (CEP) agreements between the high schools and Labette Community College.

J. Leave of Absence Policy

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

A faculty member shall:

1. Be employed for at least two (2) years before being eligible for a leave of absence. Application for leave may be submitted during the second semester of the second year.
2. Receive no remuneration from LCC during this leave period.
3. Be allowed to retain accumulated sick leave credit during the leave period. No credits will accrue during the leave period.
4. Be allowed to remain within the LCC medical health insurance group during this leave period. No portion of the premium will be paid by the Board during this leave period and prior arrangements must be made with the administration for these payments to be made.
5. Be reassigned ~~in a comparable~~ to a similar position with the one held prior to the leave period provided a vacancy exists and the request for reassignment to active employment is made on or before February 15 of the school year previous to reinstatement. If the date of return from Leave of Absence is other than the beginning of the contract year, then reinstatement of the faculty member will be subject to a vacancy occurring for which the instructor is qualified to fill as determined by the administration.

K. Reduction-in-Force

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

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

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

1. For purposes of reduction-in-force, seniority is defined as continuous years of employment in a full-time instructional position at the College.
2. In the event of equal years of continuous full-time instruction, number of credit hours taught as an adjunct instructor at the College prior to current full-time instruction will be used to make a determination.
3. In the event the above two items are equal, educational qualifications will be used.
4. In the event the above three items are equal, performance evaluations and experience will be considered.
- 4.5. This policy does not apply to concurrent high school instructors.

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

Revised: 6/12/01, 4/25/09, 7/14/11, 5/1/14, 9/12/14, 1/8/15, 4/13/17

Revised: 5/2/19

Agenda Item #: VI.A.

Date: January 13, 2022

SUBJECT

Setting Regular Meeting Dates and Times for the Calendar Year 2022 Board of Trustees Meetings

REASON FOR CONSIDERATION BY THE BOARD

BACKGROUND

Due to statute K.S.A. 72-1133 and K.S.A. 72-1138 the meeting dates, times and locations for the regular meeting of the LCC Board of Trustees will be set on or after the second Monday of January for the calendar year. The attached Exhibit reflects dates for the second Thursday at 5:30pm of each month for the 2022 calendar year. Once the dates are set, this information is widely disseminated to local media, which meets one of the requirements of the Open Meetings Act.

PRESIDENT'S RECOMMENDATION

The President recommends that the regular meetings of the Board of Trustees be the second Thursday of each month at 5:30 pm, on campus in the Cardinal Event Center while social distancing is still a priority.

**LCC BOARD OF TRUSTEES
MEETING DATES
2022**

2nd Thursday, Monthly, 5:30 p.m.

January 13, 2022

February 10, 2022

March 10, 2022

April 14, 2022

May 5, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

October 13, 2022

November 10, 2022

December 8, 2022

SUBJECT

New Professional Staff Position

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees' approval of selected professional staff positions.

BACKGROUND

Significant changes have occurred in the Diagnostic Medical Sonography (DMS) Program over the last couple of years. The most significant was the transition to a hybrid program (online didactic and on ground clinicals). This change has made the program more flexible and attractive for perspective students but also has come with an additional workload. Students now have the ability to complete the program in any state in the country and is currently 1 of only 4 online programs in the United States. With this transition to an online program came an overwhelming number of students interested in Labette's program, over 150 as of December 13th, 2021.

The perspective students are as follows (these numbers continue to grow by the day):

AY23 – 130 perspective students

AY24 – 20 perspective students

AY25 – 40 perspective students

The proposal for a DMS Navigator position is aligned to meet this additional student demand and workload. Now that Labette's program is available in any state, finding and securing clinical locations has been an additional identified challenge / workload and is a primary target area for improvement. Additionally, the workload for ensuring all students meet the entrance requirements has grown based upon student demand.

The primary focus of the position will be to work with perspective students from the start of the DMS program to the completion of the DMS program. Thus, starting with coordinating with perspective students to ensure they have clinical site locations and affiliation agreements in place prior to the start of the program, that all necessary entrance requirements are met, and monitoring the progress and coordinating with students who are working towards future entrance into the program.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the new Professional Staff position and authorize the start of a search for this position.

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New Professional Staff Position

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PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the new Professional Staff position and authorize the start of a search for this position.

POSITION DESCRIPTION

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM NAVIGATOR

Reports to: Diagnostic Medical Sonography (DMS) Program Director

Organizational Unit: Professional Staff

Salary range: Specialist, Exempt, Full Time

Revision Date: December 2021

I. Basic Purpose of Position

The primary responsibility of the Navigator is to serve as a single point of contact for students while guiding them in the completion of admissions requirements, financial aid, and developing a pathway to a successful completion. Counseling students in linking academic, personal and professional goals to ensure persistence to graduation while providing expert advice and guidance about college to improve retention, course completion, & graduation.

II. Essential Job Functions

- A. Ability to recruit and market prospective students for the Diagnostic Medical Sonography Program, with an emphasis on non-traditional participation and non-traditional completion.
- B. Ability to organize, develop and maintain databases and files containing sensitive and/or confidential material for the Sonography program.
- C. Ability to effectively present information and respond to questions from students, faculty, coworkers and the public regarding application procedures, enrollment, and other program information.
- D. Ability to create, organize, and maintain hospital database (name, address) for each state.
- E. Ability to create graphics that will be used in marketing/advertising efforts.
- F. Ability to advise applicants/students from the initial contact through the completion of the program.
- G. Ability to update prospective applicant files.
- H. Ability to compile prospective applicant info in the DMS spreadsheet.
- I. Ability to create and update resource packets/brochure with up-to-date program info.
- J. Ability to create, coordinate, & manage events such as informational webinars, and virtual advising sessions.
- K. Ability to collaborate and review college transcripts.
- L. Ability to review and approve medical component.
- M. Ability to follow up on leads from prospective students by email, text, & phone call.
- N. Ability to coordinate with applicant on identifying potential clinical site locations for observations, and navigate the applicant with securing a clinical site.
- O. Ability to co-coordinate the completion of the Affiliation Agreement with the DMS Director.
- P. Ability to organize a high volume of applications and schedule for interviewing process.
- Q. Ability to coordinate the completion of the applicant files.
- R. Ability to inform applicants of their selection or denial for admission.
- S. Ability to co-collect and organize required clinical documents with DMS Director.

- T. Ability to counsel student in the successful completion of financial aid applications.
- U. Ability to coordinate and schedule program/orientation Zoom after admittance into the program.
- V. Ability to enroll student in the semester sequence courses for the Diagnostic Medical Sonography program.
- W. Ability to collect and maintain current copies of clinical instructor credentials at the approved clinical site.
- X. Ability to compile and process data for LCC, state and national reports.
- Y. Ability to follow all LCC policy and procedures.
- Z. Ability to maintain regular and timely attendance.
- AA. Ability to perform other duties as assigned.

III. Consulting Tasks

- A. Admissions Staff
- B. Financial Aid Personnel
- C. Dean of Instruction
- D. Other College professionals
- E. Clinical professionals
- F. Hospital HR or Education Services

IV. Required Knowledge, Skills, and Personal Qualifications

- A. Excellent organizational skills
- B. Excellent human relations.
- C. Knowledge of computer software programs
- D. Ability to relate to students
- E. Self-starter who can work effectively and productively with minimal supervision
- F. Fast learner, able to easily adapt to new situations and tasks
- G. Good counseling, motivational and supervisory skills
- H. Ability to work with several individuals, setting priorities and using appropriate interpersonal skills in an environment with multiple interruptions
- I. Computer, data entry, word processing, typing and general office skills
- J. Excellent verbal and written communication skills
- K. Maintains confidentiality regarding student records and all personal information
- L. Ability to participate as a member of the education team to support students, faculty, other LCC staff and the Director of the Diagnostic Medical Sonography program

V. Required Experience

One or more years' experience in Student Affairs and/or Health Science

VI. Educational Background

Bachelor's degree or in the process of completing

VII. Working Conditions/Environment

Busy office conditions at times with evening and occasional weekend hours required

Agenda Item #VI.C.

Date: January 13, 2022

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.