

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, February 10, 2022
5:30 p.m.
The Cardinal Event Center

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of January 13, 2022, Regular Meeting Minutes.....(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Student Government Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Construction Report – Aaron Hight
 - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Tuition & Fees for 2022-2023.....(Exhibit 3)
 - B. New Course Approval.....(Exhibit 4)
 - C. Professional Staff Letter.....(Exhibit 5)
 - D. Professional Staff Resignations.....
 - E. Faculty Retirement.....
 - F. Master Agreement Addendum Ratification.....
 - G. Approval of Bills.....(Exhibit 6)
 - H. 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.

- I. 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.

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
January 13, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, January 13, 2022 in the Cardinal Event Center

Members Present

Mr. Rod Landrum
Ms. Laurie Lewis
Mr. Montie Taylor
Mr. David Winchell
Mr. Carl Hoskins

Members Absent

Mr. Mike Howerter

Others Present

Dr. Mark Watkins	Megan Fugate	Kara Wheeler
Leanna Doherty	Kevin Doherty	Bethany Kendrick
Dr. Jason Sharp	Theresa Hundley	
Janice Every	Phil Jarred	

Heidi Flora recorded the minutes.

Election of Officers for the Board of Trustees

Chair Landrum opened the floor for Board Chair nominations. Trustee Taylor nominated Trustee Landrum for chairperson for a period of one year or until a successor is elected. Trustee Hoskins seconded. Nominations ended and motion carried 5-0.

For Vice-Chair, Trustee Landrum Trustee Hoskins for a period of one year or until a successor is elected. Trustee Winchell seconded. Nominations ended and motion carried 5-0.

Trustee Hoskins moved to approve the following:

- Heidi Flora as Clerk of the Board
- Leanna Doherty as Treasurer
- Kyle Fleming and KASB as the legal services provider for the year
- Carl Hoskins, KACCT (Kansas Association of Community Colleges)
- Parsons Sun as the paper of record.

Trustee Winchell seconded and motion carried 5-0.

EXHIBIT 2

Trustee Winchell moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan as presented
- The Sexual Harassment Plan as presented
- Karen Bargar, ADA Coordinator
- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer
- Kevin Doherty, Emergency Services Contact
- Tammy Fuentez, Title IX Coordinator
- Dr. Mark Watkins, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.

Trustee Lewis seconded and motion carried 5-0.

Adoption of Revised Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the presented agenda. There were no changes. Trustee Hoskins moved to approve the agenda as presented. Trustee Winchell seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the December 9, 2021 regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Hoskins seconded and motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report

None

SGA Report

None

Administrative Report

Comparison of Expenditures to the Budget – The December financial report was placed at the table. At the end of December, the budget is 50% through the year. The general fund is 42% expended and the technical education/vocational fund is 47% expended. Leanna invited questions from the Trustees.

Facilities Update

Kevin Doherty gave an update on the new construction project. He also reported an issue with the recent renovation project which is being addressed.

Audit Report

Phil Jarred gave a reported of the 2021 audit.

President's Report

Monthly LCC Presenter

Dr. Watkins reported that the scheduled presenter was not able to attend and would be rescheduled for next month's meeting.

COVID

Dr. Watkins gave a brief report on campus COVID numbers. Reported that a mask mandate had been reinstated.

Other

Dr. Watkins reported that campus would be closed on 1/17/22 in observance of MLK, Jr Day. Spring 2022 classes will begin on 1/18/22.

Dr. Watkins also talked about and gave a background story on LCC's new alma mater/fight song, reporting it would be made public during halftime of the 1/19/22 girls basketball game.

Old Business (ACTION, REPORT OR DISCUSSION ITEMS)

Policy Approval 9.01 Professional Employees; Conditions of Employment

Trustee Hoskins moved to approve the changes to Policy 9.01 Professional Employees; Conditions of Employment. Trustee Winchell seconded the motion and motion carried 5-0.

New Business (ACTION, REPORT OR DISCUSSION ITEMS)

2022 Regular Meeting Dates of the Board of Trustees

Trustee Taylor moved to approve the 2022-regular Board of Trustee meeting dates as presented. Trustee Lewis seconded the motion and motion carried 5-0.

New Professional Staff Position

Trustee Winchell moved to approve the addition of the new Professional Staff Position, Diagnostic Medical Sonography Program Navigator. Trustee Hoskins seconded the motion and motion carried 5-0.

Trustee Winchell moved to proceed in hiring for the Diagnostic Medical Sonography Program Navigator in order to begin employment 7/1/22. Trustee Taylor seconded the motion and motion carried 5-0.

Approval of Bills

Trustee Taylor moved to approve the Claims Register. Trustee Lewis seconded and motion carried 5-0.

Professional Staff Employment Letter

Trustee Hoskins moved to approve the professional staff employment letter for Audrey Jo Miller, Assistant Softball Coach, starting January 10, 2022, at a 10-month salary of \$20,538. Chair Landrum seconded the motion and motion carried 5-0.

Public Comment

Trustee Winchell reported the LCC food pantry was recently awarded \$5,000.

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 February 10, 2022 at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee Lewis moved to adjourn the meeting at 6:48 pm. Trustee Hoskins seconded and motion carried 5-0.

Heidi Flora, Clerk of the Board

DRAFT

SUBJECT

Tuition and Fees for 2022-2023

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

This is the first review of tuition and fees for Labette Community College. This exhibit shows how tuition and fees at LCC compares to the other Kansas schools. Tuition and fees for the 2022-2023 academic year should be set at the March 10, 2022 meeting.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees reviews the tuition and fees schedule with no action to be taken at this meeting.

Kansas Community Colleges FY2022 Tuition and Fees Schedule

Institution	Resident			Non-Resident			International		
	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total	Tuition	Inc. Fees	Total
ALLEN COUNTY CC	\$60.00	\$64.00	\$124.00	\$60.00	\$64.00	\$124.00	\$60.00	\$64.00	\$124.00
BARTON COUNTY CC	\$74.00	\$44.00	\$118.00	\$98.00	\$44.00	\$142.00	\$161.00	\$44.00	\$205.00
BUTLER COUNTY CC	\$96.65	\$25.85	\$122.50	\$156.65	\$25.85	\$182.50	\$193.65	\$25.85	\$219.50
CLOUD COUNTY CC	\$78.00	\$35.00	\$113.00	\$84.00	\$35.00	\$119.00	\$84.00	\$35.00	\$119.00
COFFEYVILLE CC	\$39.00	\$56.00	\$95.00	\$88.00	\$56.00	\$144.00	\$104.00	\$118.00	\$222.00
COLBY CC	\$79.00	\$47.25	\$126.25	\$133.00	\$47.25	\$180.25	\$159.00	\$47.28	\$206.28
COWLEY COUNTY CC	\$68.00	\$57.00	\$125.00	\$116.00	\$57.00	\$173.00	\$163.00	\$57.00	\$220.00
DODGE CITY CC	\$47.00	\$102.00	\$149.00	\$57.00	\$104.00	\$161.00	\$57.00	\$112.00	\$169.00
FORT SCOTT CC	\$62.00	\$55.00	\$117.00	\$62.00	\$55.00	\$117.00	\$128.00	\$55.00	\$183.00
GARDEN CITY CC	\$62.00	\$53.00	\$115.00	\$81.00	\$53.00	\$134.00	\$99.00	\$53.00	\$152.00
HIGHLAND CC	\$55.00	\$65.00	\$120.00	\$55.00	\$65.00	\$120.00	\$268.00	\$65.00	\$333.00
HUTCHINSON CC	\$95.00	\$23.00	\$118.00	\$126.00	\$23.00	\$149.00	\$135.00	\$33.00	\$168.00
INDEPENDENCE CC	\$70.00	\$78.00	\$148.00	\$77.00	\$78.00	\$155.00	\$161.00	\$78.00	\$239.00
JOHNSON COUNTY CC	\$96.00	\$16.00	\$112.00	\$207.00	\$16.00	\$223.00	\$207.00	\$16.00	\$223.00
KANSAS CITY KS CC	\$88.00	\$22.00	\$110.00	\$195.00	\$22.00	\$217.00	\$195.00	\$22.00	\$217.00
LABETTE CC	\$54.00	\$55.00	\$109.00	\$79.00	\$55.00	\$134.00	\$138.00	\$55.00	\$193.00
NEOSHO COUNTY CC	\$77.00	\$48.00	\$125.00	\$77.00	\$70.00	\$147.00	\$150.00	\$52.00	\$202.00
PRATT CC	\$66.00	\$53.00	\$119.00	\$79.00	\$53.00	\$132.00	\$100.00	\$53.00	\$153.00
SEWARD COUNTY CC	\$72.00	\$42.00	\$114.00	\$109.00	\$42.00	\$151.00	\$109.00	\$42.00	\$151.00

*Values are per credit hour

State Resident Average:
\$119.99

Non-State Resident Average:
\$152.88

International Average:
\$194.67

Southeast Average Residents
\$119.67

Southeast Average Non-residents
\$136.83

Southeast Average International
\$193.83

Pittsburg State University - Resident: \$282	Non-Resident: \$660
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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

That the Board approve the following new course:

- Art 3-D Design – 3 credit hours

EXHIBIT 4

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

New/Revised Course Name	Credit Hours	Code & Course Number	Date C&I Approved	Date Effective
Art 3D Design	3	ART 200	1/12/2022	Fall 2022
Description:	Introduction to studio practice in the principles and elements of design as it pertains to 3-D space. Emphasis is placed on the perceptions and use of spatial properties as related to components of 3-D art and design. Students will develop design vocabulary, methodology and judgment skills that will implement further study in the visual arts.			

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

Ashley George has accepted the position of Digital Media Specialist.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Ashley George, Digital Media Specialist, at an annual salary of \$32,000, starting February 7, 2022.

POSITION DESCRIPTION

DIGITAL MEDIA SPECIALIST

Reports to: Director of Public Relations
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non exempt, Full time
Revised Date: December 2021

I. Basic Purpose of Position

The Digital Media Specialist is responsible for creating, coordinating, and managing promotional digital services to promote the image of the college utilizing personal initiative and independent judgment under the general supervision of the Director of Public Relations. The Specialist will produce content, photos and videos to support the brand and marketing functions of the college.

II. Essential Job Functions

- A. Ability to maintain, produce and expand the college's main social media applications; including but not limited to, the Cherokee Center, Foundation, Bookstore, & Cardinal Café pages. Ability to provide content and/or consultation for social media pages; including but not limited to academic and athletic departments.
- B. Ability to keep the college current with technology innovations relating to social media and video production
- C. Ability to provide analytic reporting on efficacy of platforms
- D. Ability to develop content calendar for social media and digital services
- E. Ability to take photographs and videos of college, community events, and local athletic events
- F. Ability to maintain library of media publications regarding the college, students and staff
- G. Ability to catalog and maintain video, audio and photographic stock library
- H. Ability to assist director in digital signage and events calendar maintenance
- I. Ability to attend meetings in director's absence
- J. Ability to provide input and technical advice to assist director in making decisions
- K. Ability to attend committee meetings and participate in committee functions
- L. Ability to assist in the daily duties of the public relations office
- M. Ability to assist with institutional and community relations projects
- N. Ability to provide material for the college web-site working directly with the web-master; such as video or photos.
- O. Ability to provide consultation of analytic reports for digital advertising with director
- P. Ability to maintain campus and community calendars
- Q. Ability to follow all LCC policy and procedures
- R. Ability to maintain regular and timely attendance
- S. Ability to perform other duties as assigned

III. Consulting Tasks

- A. Consultation with the Director of Public Relations to develop and maintain photographic and other media libraries
- B. Consults with the Director of Public Relations and/or social media administrators to utilize social media to promote the image of the college
- C. Works with other appropriate college personnel

IV. Supervises the Following Staff

- A. College work study

V. Required Knowledge, Skills and Personal Qualifications

- A. Two years' experience in public relations, communications, or related field
- B. Experience with photography, videography and editing/production software
- C. Knowledge of photography and camera operation
- D. Experience with social media, including content, management, and engagement
- E. Desktop publishing skills
- F. Experience with Microsoft Office software including Word, PowerPoint and Excel
- G. Excellent writing and communication skills
- H. Working knowledge of all media – print, visual and digital
- I. Effectively work with various public and diverse populations in fast-paced environment
- J. Self-starter and have the ability to work with little supervision
- K. Enthusiastic, self-motivated, team oriented
- L. Ability to effectively organize time and tasks
- M. Knowledge of and ability to maintain various social media platforms

VII. Educational Background

Associate's degree required, bachelor's degree preferred in Communications, Public Relations, or related field.

VIII. Working Conditions/Environment

- A. Normal office working conditions
- B. Significant amount of computer work
- C. Comp time during the evening and weekend required during various times of the year
- D. Travel to other colleges/community service area events

BIOGRAPHY

Ashley P. George

Ashley George has accepted the position of Digital Media Specialist beginning February 7, 2022.

Ashley earned a Bachelor of Science degree in Communications with a Minor in Digital Media from PSU. She is currently working at LCC in the Part Time Assistant Women's Basketball Coach Position. She came to Labette from the Coffeyville area where she served in the South Coffeyville Public Schools as a gym teacher, computer teacher, head softball, and basketball coach, and handled their social media and website. She has also been running social media platforms for a small school in Oklahoma and worked for the Coffeyville Recreation Commission overseeing employees and spectators during game play.

She owns her own videography and photography business.

SUBJECT

Professional Staff Resignation

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Deardin Kelley, Assistant Volleyball Coach, has submitted her letter of resignation effective December 29, 2021.

Trent McGown, PTA Coordinator, has submitted his letter of resignation effective May 19, 2022.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the resignations of Deardin Kelley, Assistant Volleyball Coach and Trent McGown, PTA Coordinator, and authorize the administration to search for replacements.

Agenda Item #: V.E.
Date: February 10, 2022

SUBJECT

Faculty Retirement

REASON FOR CONSIDERATION BY THE BOARD

Article III under Retained Rights of the Board states that the Board shall hire Professional Employees.

BACKGROUND

David Beach, Math Faculty, has submitted his letter of retirement effective September 1, 2022.

Jill Coomes, Nursing Faculty, has submitted her letter of retirement effective September 1, 2022.

PRESIDENT'S RECOMMENDATION

No recommendation at this time.

Agenda Item #: V.F.
Date: February 10, 2022

SUBJECT

Master Agreement Addendum Ratification

REASON FOR CONSIDERATION BY THE BOARD

Changes in the Master Agreement require Board of Trustees approval

BACKGROUND

The faculty and administration have met to discuss changes to the overload contract to make it easier to understand.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the addendum to the Master Agreement.

Agenda Item #: V.G.
Date: February 10, 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.