

# EXHIBIT 1

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

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of February 10, 2022, Regular Meeting Minutes.....(Exhibit 2)
- III. Approval of February 22, 2022, Special Meeting Minutes.....(Exhibit 3)
- IV. 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
    - iii. Admissions Report – Kylie Lucas
- V. Old Business (Action, Report, or Discussion)
  - A. Tuition and Fees Approval for 2022-2023.....(Exhibit 4)
- VI. New Business (Action, Report, or Discussion)
  - A. New Construction Change Orders.....
  - B. 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.

- C. 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.

- D. Professional Staff Employment Letters.....(Exhibits 5/6/7)

# EXHIBIT 1

- E. Executive Session for the purpose of discussing negotiations 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.

- F. Approval of Bills.....(Exhibit 8)

## 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: April 14, 2022, 5:30 p.m., The Cardinal Event Center

## IX. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
February 10, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, February 10, 2022 in the Cardinal Event Center

### **Members Present**

Mr. Rod Landrum  
Ms. Laurie Lewis  
Mr. Montie Taylor  
Mr. David Winchell  
Mr. Mike Howerter

### **Members Absent**

Mr. Carl Hoskins

### **Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Dr. Jason Sharp  
Janice Every  
Aaron Hight

Lindi Forbes  
Tammy Fuentez  
Theresa Hundley  
Audrey Miller  
Aaron Keel

Kara Wheeler  
Bethany Kendrick  
Daneen Landis-Coover  
Fiona Bartelli

Heidi Flora recorded the minutes.

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

Chair Landrum asked for changes or additions to the presented agenda. There were none. Trustee Howerter moved to approve the agenda as presented. Trustee Taylor seconded and motion carried 5-0.

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

Chair Landrum asked for corrections or additions to the January 13, 2021 regular meeting minutes. There were none. Trustee Lewis moved to approve the minutes as presented. Trustee Winchell seconded and motion carried 5-0.

### **Reports and/or Board Discussion**

#### **Faculty Senate Report**

None

### SGA Report

Fiona Bartelli, SGA President, gave an informative report on the recent Student Government activities.

### Administrative Report

Comparison of Expenditures to the Budget – The January financial report was placed at the table. At the end of January, the budget is 58% through the year. The general fund is 49% expended and the technical education/vocational fund is 53% expended. Leanna Doherty invited questions from the Trustees.

### Facilities Update

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

### President's Report

Dr. Watkins introduced Audrey Miller, a former LCC athlete and new assistant softball coach.

Daneen Landis-Coover, Director of Trio Talent Search, provided handouts and gave an excellent and informative presentation about Trio Talent Department.

Kara Wheeler, Dean of Instruction, presented the new LCC class schedule and discussed recent decisions made by the President's Council in regard to the change.

Lindi Forbes, Foundation & Alumni Director, gave a report regarding the Foundation's upcoming Scholarship Auction which will be held virtually again this year.

Dr. Watkins gave a COVID update.

### New Business (ACTION, REPORT OR DISCUSSION ITEMS)

#### Tuition and Fees for 2022-2023

Leanna Doherty, VP of Financial Affairs, presented the Board with information for discussion regarding Tuition and Fees for the upcoming academic year.

#### New Course Approval

Trustee Howerter moved to approve the new course Art 3-D Design. Trustee Winchell seconded the motion and motion carried 5-0.

#### Professional Staff Employment Letter

Trustee Lewis moved to approve the professional staff employment letter for Ashley George, Digital Media Specialist, starting February 7, 2022 at a salary of \$32,000. Trustee Winchell seconded the motion and motion carried 5-0.

## EXHIBIT 2

### Professional Staff Resignations

Board Chair Landrum moved to approve the resignations of Deardin Kelley, Assistant Volleyball Coach, and, Trent McGown, PTA Coordinator. Trustee Winchell seconded the motion and motion carried 5-0.

Trustee Lewis moved to allow LCC to proceed with searching for replacements for the following: Assistant Volleyball Coach, PTA Coordinator, and Assistant Women's Basketball Coach. Trustee Howerter seconded the motion and motion carried 5-0.

### Faculty Retirements

Dr. Watkins informed the Board of Trustees about the notices of retirement received for David Beach, Mathematics Faculty, and Jill Coomes, Nursing Faculty, effective September 1, 2022.

### Master Agreement Addendum Ratification

Trustee Howerter moved to approve the Master Agreement Addendum as explained by Leanna Doherty. Trustee Taylor seconded the motion and motion carried 5-0.

### Approval of Bills

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

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

Trustee Howerter moved to recess into executive session at 6:45pm for 15 minutes for the purpose of discussing personnel matters of non-elected personnel. Dr. Watkins was invited to attend.

Reconvened into open session at 7:00pm.

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

Trustee Winchell moved to recess into executive session at 7:01pm for 15 minutes for the purpose of discussing personnel matters of non-elected personnel. Trustee Howerter seconded the motion and motion carried 5-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, Tammy Fuentez and Janice Every were invited to attend.

Trustee Howerter moved to request an additional 10 minutes. Trustee Taylor seconded the motion and motion carried 5-0.

Trustee Winchell moved to request an additional 10 minutes. Trustee Howerter seconded the motion and motion carried 5-0.

Reconvened into open session at 7:36pm

## EXHIBIT 2

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

Trustee Winchell moved to recess into executive session at 7:37pm for 15 minutes for the purpose of discussing personnel matters of non-elected personnel. Trustee Howerter seconded the motion and motion carried 5-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Trustee Winchell moved to request an additional 10 minutes. Trustee Taylor seconded the motion and motion carried 5-0.

Reconvened into open session at 8:02pm

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

### Adjournment

Trustee Howerter moved to adjourn the meeting at 8:05 pm. Trustee Winchell seconded the motion and motion carried 5-0.

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Heidi Flora, Clerk of the Board

# EXHIBIT 3

LABETTE COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
February 22, 2022

The Board of Trustees met at 12:00 pm on Tuesday, February 22, 2022, in the Student Success Center Conference Room.

**Members Present**

Mr. Rod Landrum  
Ms. Laurie Lewis  
Mr. Montie Taylor  
Mr. David Winchell  
Mr. Mike Howerter

**Members Absent**

Mr. Carl Hoskins

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Kevin Doherty  
Bethany Kendrick

Heidi Flora recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

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

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

**SGA Report**

None

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

**Chiller Compressor Replacement**

After extensive discussion, Trustee Lewis moved to approve the purchase of the Chiller Compressor at the purchase price of \$55,000. Trustee Howerter seconded the motion and motion carried 5-0.

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

**Adjournment**

Trustee Winchell moved to adjourn the meeting at 12:22 pm. Chair Landrum seconded and motion carried 5-0.

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Heidi Flora, Clerk of the Board

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SUBJECT

Tuition and Fees for 2022-2023

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Last month the Board reviewed the tuition and fees for Labette Community College and the comparison to other schools. Currently the college charges \$109 per credit hour for in-state tuition and fees. The charge for out-of-state tuition and fees is \$134 per credit hour. A border state rate of \$130 per credit hour is charged for residents of Arkansas, Missouri and Oklahoma. The international students' rate is \$193 per credit hour.

The college is committed to affordable education costs and strived to keep costs for student as low as feasible and as transparent as possible. In developing a recommendation for the total rate per credit hour for tuition and fees for 2022-2023, the following factors have been considered:

- LCC's total in-state student cost per credit hour is below the state average and slightly below the SEK average. LCC is the second lowest in terms of in-state tuition which is the category the majority of our students are in. Refer to the exhibit on the next page for a comparison of the colleges.
- Although most colleges have not acted on tuition and fees for 2022-2023, conversations with other colleges suggests increases will occur.
- There was no increase in tuition and fees last year.
- Many institutions charge an additional amount to students based on the location at which the course it taught. Currently we are charging an additional fee of \$10 per credit hour at the Cherokee Center.
- Currently LCC is charging a \$30 per cred hour online fee and \$15 per credit hour hybrid fee.
- Our online fees structure should be updated to more closely reflect students' access to technology over and above online connectives which includes new and updated software and other technologies. As a result of the pandemic most courses have an online component and can be easily switched to remote if needed.

Each year the college should address in the next budget the effects of inflationary increases in the cost of goods and services as well as the changing mix of revenue sources available to the college balancing this with what the students can afford and the cost of attendance at the other institutions.

PRESIDENT'S RECOMMENDATION

The President recommends that the Board of Trustees review and approve the recommendation for an increase of \$4 in tuition and \$4 in fees in all residency categories for the 2022 -2023 school year and replace the online fee with a \$8 per credit hour technology fee.

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

\*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

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Ashley Savage has accepted the Academic Advisor position. See Bio.

April Bolinger has accepted the Academic Advisor position. See Bio.

Tarah Cockrell has accepted the Director of Advising position. See Bio.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Ashley Savage, at a salary of \$34,000, beginning June 1, 2022.

The President recommends the Board of Trustees approve the Professional Staff Employment letter for April Bolinger, at a salary of \$30,000, beginning June 1, 2022.

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Tarah Cockrell, at a salary of \$48,600, beginning July 11, 2022.

## **Biography**

### **Ashley Savage**

Ms. Ashley Savage has accepted the position of Academic Advisor beginning on June 1, 2022. Ashley has worked for LCC in one of the Cherokee Center Assistant's positions since the Center opened in 2008. Ashley earned a Bachelor's Degree in History from PSU. Her past experiences included working for Freeman Health Systems and the Department of Communications at PSU. In her position at Cherokee Center, in addition to her assistant duties, she coordinated international student admissions for the Center.

## **Biography**

### **April Bolinger**

Ms. April Bolinger has accepted the position of Academic Advisor beginning June 1, 2022. April is a former student of LCC and earned a Bachelor of Science degree in Education and a Master of Science in Education, both from PSU. April brings experience to LCC as a former charter school director, preschool and kindergarten teacher. Most recently, April has been serving in one of the Cherokee Center Assistant roles for LCC.

# POSITION DESCRIPTION

## ACADEMIC ADVISOR

**Reports to: Director of Advising**  
**Organizational Unit: Professional Staff**  
**Salary range: Specialist, Non-Exempt, Full time**  
**Revision Date: February 2022**

### I. Basic Purpose of Position

The Academic Advisor will provide academic advising, career and occupational planning, and retention services to present and potential students.

### II. Essential Job Functions

- A. Ability to advise and enroll students in regard to Labette Community College degree requirements and/or transfer programs to other colleges
- B. Ability to enroll and advise students who require developmental coursework
- C. Ability to enroll and advise international students
- D. Ability to enroll and advise student athletes
- E. Ability to provide regular contact and follow up with assigned advisees
- F. Ability to complete Degree Checks for students
- G. Ability to assist students with goal setting, career and personal exploration, CTE program applications, and transferring.
- H. Ability to assist all college departments with recruitment and advisement of prospective students
- I. Ability to assist with the administrative portion and maintenance of the advisement system
- J. Ability to update student records as necessary and work alongside Admissions and Registrar Departments to ensure student information is up to date.
- K. Ability to follow up with students on Early Alert list each semester
- L. Ability to refer students to various resources for tutoring, counseling, and financial assistance
- M. Ability to serve as a member of student affairs and college committees
- N. Ability to follow all LCC policy and procedures
- O. Ability to complete other tasks as assigned
- P. Ability to maintain regular and timely attendance

### III. Consulting Tasks

- A. Admissions Office
- B. Student Success Center staff
- C. Financial Aid personnel
- D. Registrar
- E. Program directors

F. Other college/university professionals with similar responsibilities

**IV. Supervises the Following Staff**

A. None

**V. Required Knowledge, Skills and Personal Qualifications**

A. Excellent verbal and written communication skills.

B. Familiar with computer software.

C. Ability to relate to traditional and nontraditional students.

D. Strong organizational abilities

E. Ability to provide leadership and direct work of others

F. Ability to work effectively with minimal supervision

G. Strong knowledge base in career and occupational information

**VI. Preferred Experience**

Academic advising experience with college students

**VII. Educational Background**

Bachelor's degree required in Student Affairs or related field, such as the behavioral sciences.

**VIII. Working Conditions/Environment**

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

B. No office windows



## **Biography**

### **Tarah Cockrell**

Ms. Tarah Cockrell has accepted the Director of Academic Advising. Ms. Cockrell has been employed at LCC since July 2010, when she began her employment as the Enrollment Management Specialist – Student Life. She then moved to the position of Cherokee Center Coordinator in 2013. Most recently Tarah has served in the Exercise Science Faculty position. Tarah earned a Bachelor of Science in Workforce Development with an emphasis in Human Resources, a Bachelor of Science in Recreation with an emphasis in Administration and a minor in Marketing, a Master of Science in Health, Human Performance and Recreation with an emphasis in Sport and Leisure Service Management and a Specialist in Education in Workforce Development and Education, all from Pittsburg State University.

Prior to her LCC employment, Tarah had experience with the Pittsburg Family YMCA, Pittsburg Parks and Recreation Department and also worked at Project Alternative as a substitute teacher and para-educator.

# POSITION DESCRIPTION

## DIRECTOR OF ADVISING

**Reports to: Vice President of Student Affairs**

**Organizational Unit: Professional Staff**

**Salary range: Highly Skilled Technical Professional, Exempt, Full time**

**Revision Date: February 2022**

### I. Basic Purpose of Position

The Director of Advising is responsible for the development, implementation, and management of the advising program. The director is further responsible for all administrative and supervisory functions needed to plan, develop, and support intrusive advising at Labette Community College to support retention and completion of students. The director is also responsible for the oversight of the Cherokee Center building and assisting with classes and activities there.

### II. Essential Job Functions

- A. Ability to develop, coordinate, implement, and manage intrusive advising program
- B. Ability to coordinate academic advising data collection and dissemination
- C. Ability to manage the advising module within the Jenzabar system
- D. Ability to develop and implement training for advising staff
- E. Ability to lead and participate in providing academic advising, vocation guidance, and placement into appropriate programs and classes for all Labette students towards graduation and/or transfer
- F. Ability to oversee the Cherokee Center location
- G. Ability to complete Degree Checks for students
- H. Ability to coordinate with CTE directors and faculty on academic advising needs for students applying to specific programs
- I. Ability to coordinate correspondence regarding academic advising and enrollment times for current LCC students and staff
- J. Ability to recommend for hire, train, and evaluate staff
- K. Ability to coordinate with the Student Affairs and Academic Affairs areas to ensure positive communication between the Advising Office and faculty
- L. Ability to establish processes and procedures related to academic advising
- M. Ability to implement system and follow up with students on Early Alert list each semester
- N. Ability to research, develop, implement, and market advising deliver models as beneficial to Labette students
- O. Ability to enroll/advise new and current students regardless of major
- P. Ability to enroll and advise student athletes
- Q. Ability to oversee and assist with enrollment of international students
- R. Ability to oversee and assist with enrollment of students needing developmental coursework

- S. Ability to prepare an annual budget for the Advising office and supervise expenditures by the academic advisors and the director
- T. Ability to serve as a member of Student Affairs and college committees
- U. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- V. Ability to follow all LCC policy and procedures
- W. Ability to complete other tasks as assigned
- X. Ability to maintain regular and timely attendance

### **III. Consulting Tasks**

- A. Admissions Office
- B. Student Success Center staff
- C. Financial Aid personnel
- D. Registrar
- E. Program Directors
- F. Concurrent Coordinator
- G. Other college/university professionals with similar responsibilities
- H. Consults regularly with VPSA regarding plans and activities.

### **IV. Supervises the Following Staff**

- A. Academic Advisors

### **V. Required Knowledge, Skills and Personal Qualifications**

- A. Academic advising experience
- B. Excellent verbal and written communication skills.
- C. Familiar with computer software.
- D. Ability to relate to traditional and nontraditional students.
- E. Ability to provide supervision and leadership
- F. Strong organizational abilities
- G. Ability to work effectively with minimal supervision

### **VI. Preferred Experience**

- A. Community College experience
- B. Knowledge of academic courses and programs as well as transfer programs

### **VII. Educational Background**

Bachelor's degree required. Master's degree preferred, in Student Affairs or related field, such as the behavioral sciences.

### **VIII. Working Conditions/Environment**

- A. Busy office conditions at times with occasional evening and weekend hours required
- B. Occasional travel to the Cherokee Center
- C. No office windows

Agenda Item #: VI.E.  
Date: March 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.