

EXHIBIT 1

Labette Community College
Board of Trustees Meeting Agenda
Thursday, April 14, 2022
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of March 10, 2022, Regular Meeting Minutes(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Student Government Association Report
 - C. Administrative Report
 - 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. Professional Staff Employment Letters.....(Exhibit 3/4)
 - B. Dental Assistant & Pre-BSN Programs discussion to discontinue.....
 - C. Blue Light Emergency Poles discussion.....
 - 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 until _____(time) for the purpose of discussing personnel matters of nonelected personnel matters.

- E. Approval of Bills.....(Exhibit 5)
- F. Executive Session for the purpose of negotiations to protect the interests of the individual(s) to be discussed.....

I move we recess into executive session until _____(time) for the purpose of negotiations.

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. Next Regular Board Meeting: Thursday, May 5, 2022, 5:30 p.m., Cardinal Event Center
- VIII. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
March 10, 2022

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

Members Present

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

Members Absent

Others Present

Dr. Mark Watkins
Leanna Doherty
Dr. Jason Sharp
Cathy Kibler
Megan Baldwin
Isabelle Fuentes

Lindi Forbes
Tammy Fuentes
Theresa Hundley
Aaron Hight
Taylore Hudgins

Bethany Kendrick
Janice Every
Kylie Lucas
Kevin Doherty
Braden Hale

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the presented revised agenda. There were none. Trustee Howerter moved to approve the agenda as presented. Trustee Hoskins seconded and the motion carried 6-0.

Reports and/or Board Discussion

Facilities Update

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the February 10, 2022 regular meeting minutes. There were none. Trustee Winchell moved to approve the minutes as presented. Trustee Hoskins seconded and the motion carried 6-0.

Approval of Special Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the February 22, 2022 special meeting minutes. There were none. Trustee Hoskins moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

Reports and/or Board Discussion, cont.

Faculty Senate Report

None

Phi Theta Kappa Report

Tammy Fuentez gave a PTK report along with students, Megan Baldwin and Isabelle Fuentez.

Phi Beta Lambda Report

Cathy Kibler gave a PBL report along with students, Taylore Hudgins and Braden Hale.

Administrative Report

Comparison of Expenditures to the Budget – The February financial report was placed at the table. At the end of February, the budget is 67% through the year. The general fund is 56% expended and the technical education/vocational fund is 60% expended. Leanna Doherty invited questions from the Trustees.

President's Report

COVID Report

Dr. Watkins gave an LCC COVID update.

Admissions Report

Kylie Lucas, Admissions Director gave a report on the LCC Admissions department.

Phi Theta Kappa Luncheon

Dr. Watkins invited the board of trustee members to the PTK Luncheon scheduled for 4/1/22 in Junction City, KS.

Old Business (ACTION, REPORT OR DISCUSSION ITEMS)

Tuition and Fees for 2022-2023

Trustee Hoskins moved to approve the increase in tuition and fees for 2022-2023 at a rate of \$3 per credit hour for tuition; \$4 per credit hour for fees; and, \$8 for technology fees which will replace the online and hybrid fees. Trustee Howerter seconded the motion and the motion carried 4-2.

New Business (ACTION, REPORT OR DISCUSSION ITEMS)

New Construction Change Orders

Trustee Lewis moved to approve the new construction change orders as presented. Trustee Hoskins seconded the motion and the motion carried 6-0.

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

Trustee Lewis moved to recess into executive session at 6:39 pm for 5 minutes for the purpose of discussing personnel matters of non-elected personnel. Trustee Howerter seconded the motion and the motion carried 6-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Reconvened into open session at 6:44 pm

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

Trustee Lewis moved to recess into executive session at 6:46 pm for 5 minutes for the purpose of discussing personnel matters of non-elected personnel. Trustee Taylor seconded the motion and the motion carried 6-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, Tammy Fuentes and Janice Every were invited to attend.

Reconvened into open session at 6:51 pm

Faculty Resignations

Dr. Watkins informed the Board of Trustees about the notices of resignation received for Tarah Cockrell, Exercise Science Instructor, effective July 10, 2022; and, Tom Brungardt, Biology Instructor, effective July 31, 2022.

Professional Staff Employment Letters

Trustee Winchell moved to approve the professional staff employment letters for Ashley Savage, Academic Advisor, at a salary of \$34,000; April Bolinger, Academic Advisor, at a salary of \$30,000; Tarah Cockrell, Director of Advising, at a salary of \$48,600; and, Kandi Midgett, Part-time Assistant Volleyball Coach, at a 10-month salary of \$20,538. Trustee Taylor seconded the motion and the motion carried 6-0.

Nursing Faculty Position

Dr. Watkins informed Board members that the college would be advertising to fill the nursing faculty position which will be left vacant by the retirement of the current instructor.

EXHIBIT 2

Executive Session for the purpose of negotiations to protect the interests of the individual(s) to be discussed.

Trustee Lewis moved to recess into executive session at 6:58 pm for 5 minutes for the purpose of discussing personnel matters of non-elected personnel. Trustee Taylor seconded the motion and the motion carried 6-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Reconvened into open session at 7:03 pm

Approval of Bills

Trustee Winchell moved to approve the Claims Register. Trustee Hoskins seconded the motion 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 April 14, 2022 at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Trustee Winchell moved to adjourn the meeting at 7:06 pm. Trustee Howerter seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

Agenda Item #: V.A.
Date: April 14, 2022

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

Brandi Clark has accepted the Diagnostic Medical Sonography Navigator position.

Brady Vogel has accepted the Part-Time Assistant Wrestling Coach position.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Brandi Clark, at a salary of \$35,568, beginning July 1, 2022.

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Brady Vogel, at a 10-month salary of \$20,538, beginning April 1, 2022.

Biography

Brandi Clark

Brandi Clark has accepted the position of Diagnostic Medical Sonography (DMS) Navigator. Brandi earned an Associate of Applied Science degree in Respiratory Therapy (RT) from LCC. She will complete her Bachelor's Degree in Career and Technical Education in the fall. She is certified through the Kansas State Board of Healing Arts as a Respiratory Therapist. Brandi has been serving LCC as the Career Technical Education (CTE) Recruiter for the last three and a half years and has nine years of work experience in the hospital setting. She also worked for four years as a center manager/registered respiratory therapist.

Brandi will begin her new duties July 1, 2022.

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

BIOGRAPHY

Brady Vogel

Brady Vogel has accepted the position of Part Time Assistant Wrestling Coach beginning April 1, 2022.

Coach Vogel earned an Associate of Arts degree from Iowa Central Community College in Fort Dodge Iowa. He will complete his Bachelor of Arts in Education degree from Loras College in Dubuque IA next month. Brady is currently finishing his student teaching. His wrestling career in competition started at age 3. He was a state wrestling champion in high school and his college career boasts an NJCAA All American and a four-time national qualifier.

POSITION DESCRIPTION

ASSISTANT WRESTLING COACH

Reports to: Head Wrestling Coach
Organizational Unit: Professional Staff
Salary range: Specialist, Exempt, Full time
Revision Date: October 2020

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Assistant Wrestling Coach responsible for assisting with recruiting and implementing the wrestling team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the mat.

II. Essential Job Functions

- A. Ability to assist with the promotion and development of the wrestling program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a wrestling schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for wrestling
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to monitor academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Fundraising Coordinator
- Q. Ability to manage and team functions in absence of head coach due to scheduling conflicts
- R. Ability to cover wrestling relations for head coach during course instruction times
- S. Ability to represent Labette wrestling at community functions
- T. Ability to represent wrestling as an administrator for events when necessary

- U. Other duties as assigned
- V. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of wrestling
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required

Agenda Item #: V.E.
Date: April 14, 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.