

Labette Community College  
Board of Trustees Meeting *Revised* Agenda  
Thursday, October 20, 2022  
5:30 p.m.  
Cardinal Event Center

- I. Adoption of Revised Agenda..... (Exhibit 1)
- II. Approval of September 8, 2022, Regular Meeting Minutes..... (Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. SGA Report
  - C. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Construction Report – Aaron Hight, Crossland Construction
  - D. President’s Report
    - i. State of Higher Education – Dr. Jason Sharp
- IV. Old Business (Action, Report, or Discussion)
  - A. Policies Approval..... (Exhibits 3/4/5/6)
- V. New Business (Action, Report, or Discussion)
  - A. Professional Staff Employment Letters..... (Exhibits 7/8/9/10/11)
  - B. AY2022 Report of Student Learning..... (Exhibit 12)
  - C. Radiography Bids..... (Exhibit 13)
  - D. Approval of Bills..... (Exhibit 14)
  - E. Executive Session for the purpose of consultation with an attorney.....

*I move we recess into executive session until \_\_\_\_\_(time) for  
\_\_\_\_\_minutes to protect attorney-client privilege and the public interest.*

*The Board will return to open meeting at \_\_\_\_\_ in this room.*

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 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 opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and 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, November 10, 2022, 5:30 p.m., Cardinal Event Center

VIII. Adjournment

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
September 8, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, September 8, 2022, at the Cardinal Event Center.

**Members Present**

Rod Landrum  
David Winchell  
Montie Taylor  
Carl Hoskins  
Becky Dantic

**Members Absent**

Mike Howerter

**Others Present**

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Dr. Kara Wheeler
Theresa Hundley	Janice Every	Kevin Doherty	Cathy Kibler
Gale Brown	John Coleman	John Wixson	Elizabeth Stoneberger
Mackenzie Martin	Colleen Williamson	Ken Elliott	Randee Baty
Aaron Hight	Carly Beachner	Bryanna Dewitt	Susan Harrison-Washington

Heidi Flora recorded the minutes.

**Public Hearing – Revenue Neutral Rate**

At 5:30 pm, Chair Landrum opened the public hearing for the Revenue Neutral Rate. There were no comments. Chair Landrum closed the public hearing at 5:32 pm.

**Public Hearing – 2022-2023 Community College Budget**

At 5:33 pm, Chair Landrum opened the public hearing for the 2022-2023 Community College budget. Chair Landrum closed the public hearing at 5:34 pm.

**Adoption of Agenda (ACTION ITEM)**

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

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

Chair Landrum asked for corrections or additions to the August 11, 2022, regular meeting minutes. There were none. Trustee Hoskins moved to approve the minutes as presented. Trustee Winchell seconded the motion and the motion carried 5-0.

**Approval of Special Meeting Minutes (ACTION ITEM)**

Chair Landrum asked for corrections or additions to the August 17, 2022, special meeting minutes. There were none. Trustee Dantic moved to approve the minutes as presented. Trustee Winchell seconded the motion and the motion carried 5-0.

**Reports and/or Board Discussion**

**Faculty Senate Report:**

Randee Baty, Faculty Senate Treasurer, gave an update that included the 2022-2023 serving officers.

**Student Government Report:**

Mackenzie Martin, Student Government President, gave an update regarding recent and upcoming activities.

**Administrative Report:**

**Comparison of Expenditures to Budget** – The August financial report was placed on the tables. At the end of August, we were 17% through the year. The general fund was 24% expended and the technical education/vocational fund was 12% expended. Leanna invited questions from the Trustees.

**Construction Update** – Aaron Hight, Crossland Construction, gave an update.

**Entegrity Report** – John Coleman and John Wixson gave a report regarding findings made for energy and cost savings for the LCC campus.

**President's Report** – Gale Brown, Director of Radiography, gave a presentation on the LCC Radiography Program.

Dr. Watkins mentioned that the Kansas Supreme Court will be held in Parsons on October 3-4. Also, a representative of the supreme court will be on the LCC campus on October 4.

Dr. Watkins discussed a handout that was placed on the tables prior to the meeting regarding a roofing evaluation that was recently done on the LCC campus.

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

None

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

**Revenue Neutral Rate**

Chair Landrum moved to approve the Revenue Neutral Rate Resolution as presented. Trustee Hoskins seconded the motion. A roll call vote was requested and the vote carried 5-0 - *see Roll Call Vote Sheet*. The resolution was passed to each approved voting member for a signature.

**2022-2023 Community College Budget**

Chair Landrum moved to approve the 2022-2023 Community College Annual budget. Trustee Dantic seconded the motion and the motion carried 5-0.

**2022 Annual Report**

Dr. Watkins presented highlights from the 2022 Annual Report that was placed on the tables prior to the meeting. The Board of Trustees was asked to review the report.

**Professional Staff Employment Letter**

Trustee Winchell moved to approve the professional staff employment letter for Shannon Schibi, Academic Advisor, at a salary of \$31,000 starting September 9, 2022. Trustee Taylor seconded the motion and the motion carried 5-0.

**Professional Staff Resignation**

Trustee Hoskins moved to approve the resignation of Brenna Shepard, Student Support Services Academic Advisor, effective August 26, 2022. Trustee Dantic seconded the motion and the motion carried 5-0.

**Policy Reviews**

Dr. Watkins discussed the following updated/new policies. Policy 5.01 Purchasing (updated); Policy 7.01 Administrators & Professional Staff: Employment Conditions (updated); Policy 8.01 Education Support Staff: Employment Conditions (updated); and, Policy 10.19 Records Retention (new). These will be presented at the next Board of Trustee meeting for approval.

**Approval of Bills**

Trustee Hoskins moved to approve the Claims Register. Trustee Winchell seconded the motion and the 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 October 13, 2022, at 5:30 p.m., at the Cardinal Event Center.

**Adjournment**

Chair Landrum moved to adjourn the meeting at 7:08 p.m. Trustee Hoskins seconded the motion and the motion carried 5-0.

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**Heidi Flora, Clerk of the Board**

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 the following policies for approval:

Policy 5.01 Purchasing

Policy 7.01 Administrators & Professional Staff Conditions of Employment

Policy 8.01 Educational Support Staff Conditions of Employment

Policy 10.19 Retention of Records

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 5.01 Purchasing, Policy 7.01 Administrators & Professional Staff Conditions of Employment, Policy 8.01 Educational Support Staff Conditions of Employment, and, Policy 10.19 Retention of Records..

The Board of Trustees of Labette Community College will provide faculty, staff, and students with the necessary and appropriate supplies, equipment, and services to complete the educational mission of the College. In carrying out this objective, it is the policy of the Board to purchase such goods and services at the best possible cost within the provisions of the cash-basis law and budget restrictions.

A. Code of Conduct

The following code of conduct is adopted for all College personnel concerning their involvement in the purchasing process:

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honesty in sales representation whether offered through oral or written statements, advertising, or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical, and legal trade practices.
5. Use, only by consent, the original ideas, and designs devised by one vendor for competitive purchasing purposes.
6. Decline personal gifts or gratuities.
7. Accord a prompt and courteous reception to everyone calling on legitimate business.

It shall be the policy of the Board not to enter into any contract for the purchase of property or services with any person or with any members of the immediate family of any person who is:

1. A member of the Board of Trustees, President, Vice Presidents, Dean of Instruction of the College, or with any firm in which any of these persons or their immediate family have a financial interest.
2. An employee of the College involved in the requisitioning or purchasing of the property or service involved, in the selection of prospective bidders, or in the awarding of contracts on behalf of the College or from any firm in which any of the above-mentioned classes of persons or any members of their immediate families (spouse, child or a person living in the same household) have a financial interest.

B. Bidding Policy

The Board of Trustees will seek sealed competitive bids for all purchases of supplies, equipment, and services for which the estimated cost is in excess of \$19,999. The authority to purchase items whose estimated cost is less than \$20,000 is delegated to the President or their designee.

This bid practice will apply to all purchases of the College except under the following circumstances:

1. "Sole source" procurements of unique goods or services available only from a single supplier with no competition. The Board will act on "sole source" purchases after reviewing the information.
2. Services supplied by regulated public utilities and transportation companies.
3. Wages, salaries, and fringe benefits to College personnel and reimbursements for travel and other work-related expenses.
4. Purchases of goods for resale by the College bookstore or other departments of the College.
5. Educational materials directly related to the curriculum and secured by copyright.
6. Purchases of goods and services by a separate student, alumni, and other organizations through accounts maintained for them by the College as fiscal agents.
7. Other purchases deemed by the President to not be appropriate for bidding.

C. Board Bidding Procedure

The purchase of all materials, equipment, and services subject to this procedure shall be made on the basis of conformity to specifications developed by the administration and reviewed by the Board of Trustees in an open session. Such specifications will constitute an adequate basis for defining and evaluating the quality and quantity of the goods or services being procured, and the capability of the vendor to provide the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner that effectively precludes reasonably competitive bids on alternative products or services which adequately meet the needs of the College. Specifications that are brand specific, whether the brand name is mentioned or not, must be accompanied by a written justification.

All bid specifications shall clearly establish the following rights of the Board of Trustees:

1. The right to reject any or all bids or proposals, 2.) to accept a bid or proposal which appears to be in the best interest of the College, 3.) to waive any informalities in any part of any bid or proposal.

D. Bid Opening

Bids will be opened in public session, with at least three individuals from the College present, at the time and place stated in the bid notice, and will be evaluated for conformity with the bid specifications by administrative review. Board action will normally take place at the first regularly scheduled Board meeting after the bid opening.



Any bids received after the formal bid opening will be returned unopened to the vendor. Bidders will not be allowed to modify bids after being opened except as might be required to clarify whether or not a bid is in conformity with specifications. No bid will be considered unless it conforms to specifications.

E. Awarding of Contract

The Board of Trustees will normally award the contract to the low bidder who meets specifications. Exceptions may occur under the following circumstances:

- A. The quality, suitability, and usability of the goods or services are unacceptable for the purpose intended.
- B. Evidence exists to question the vendor's ability to perform the required services.
- C. It is the policy of the Board of Trustees to support bidders domiciled within the taxing district of the College. Therefore, if the low bid is submitted by a bidder domiciled outside the College's taxing district, a bidder domiciled within the College's taxing district may be deemed the preferred bidder and awarded the bid if:
  - 1. The quality, suitability, and/or usability of the goods or services are equal and fully comply with the minimum bid specifications, and the vendor has the capability to adequately service the product.
  - 2. The amount of the bid of the bidder domiciled within the College taxing district is not more than 1% greater than the amount of the low bid.

A bidder will be considered to be domiciled within the taxing district if it operates a place of business within the taxing district or if it has a sales representative whose residence is within the taxing district.

Revised: 5/11/04, 6/10/21

Reviewed: 5/11/04, 2/14/17

Administrators and professional staff provide leadership and management of instruction, student development, administrative and financial services, and other College functions that support the mission of the College. The president is the chief executive officer and is responsible for the general administration of the College, as specified in a position description approved by the Board of Trustees and as approved in Policy 1.04 Membership of Board (F). The chief executive officer will administer the affairs of the institution and may delegate to any officer, employee, student, or committee any part of such authority or such duties unless prohibited by statutes, or policies of the Board of Trustees.

Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), and contracts/employment confirmation letters for administrators and professional staff require approval of the Board of Trustees. These conditions of employment are considered policy statements that are subject to approval by the Board of Trustees.

Procedures in support of these policy statements may be approved by the president.

- A. General: All sections below constitute the conditions of employment under which administrators and professional staff are employed. Each notice of appointment (contract issuance/employment confirmation letter for administrators and professional staff) will incorporate by reference these conditions of employment. Such notice will provide that acceptance of the notice of employment is a recognition that these conditions of employment are applicable.
- B. Employment procedures  
The employment of administrators and professional staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as the policies of the Board. The need for administrators and professional staff will be determined by the president, and recruitment and selection will be consistent with procedures developed by the Human Resources Office. Contracts/employment confirmation letters for administrators and professional staff require the approval of the Board of Trustees. An official transcript/proof of education/appropriate credentials are required upon offer of employment and before the contract/employment confirmation letter is presented.
- C. Terms of appointment  
Administrators and professional staff perform duties and responsibilities as assigned by the president and/or designees.

Appointments that are dependent on funding from a specific source(s) other than College district budgeted funds will so be stated in the notice of appointment. Appointments,

including compensation or working conditions, dependent on non-College funds may be changed or terminated when the funding has been changed or is no longer available.

D. Compensation

Salary ranges for administrators and professional staff are determined by the president, with contracts and employment confirmation letters for new hires after 8/29/11 subject to the approval of the Board. Salaries for reappointments will depend upon available funding. Employees hired before 8/29/11 will continue to receive a contract unless otherwise notified by the date specified in the contract.

E. Employment Evaluation

All administrators and professional staff are evaluated by their immediate supervisor at least two times per fiscal year during their first two full years of employment and at least annually thereafter. Special evaluations may be conducted any time the immediate supervisor feels it is appropriate. At every evaluation, the administrator's and professional staff's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between the employee and supervisor. It also serves as a means of employee development, by pointing out both strong and weak points in an individual's performance.

Evaluations will be conducted in compliance with approved policies and procedures.

F. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of classified, administrative, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or raise.

**Promotion** - A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of

increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The president may promote administrators and professional staff by direct appointment when, in their best judgment, the best interests of the College will be served by passing regular procedures and directly making such an appointment.

Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

**Salary Adjustment:** A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) to address an inequity between the employee's pay and similarly situated persons, or (3) to recognize and increase in the employee's value to the College due to market forces.

Planned adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or the creation of a new position must be made by the vice president of finance and operations in collaboration with the director of human resources. The director of human resources (HR) is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

**Reassignment** - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The president may reassign administrators and professional staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action will not negatively affect the salary or benefits of the employee under contract during the fiscal year(s) in which the action takes place. However, the employee's salary may be frozen or lowered in years subsequent to the expiration of the fiscal year (s) in effect when the reassignment occurs. Such action may negatively affect the salary or benefits of the employee on an employment letter during the fiscal year(s) in which the action takes place. The president may alter or amend assigned duties, change titles, or reassign employees at any time.

**Transfer** - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any

employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. The College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, a director-level employee whose salary is at the 25<sup>th</sup> percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25<sup>th</sup> percentile of the coordinator salary range and receive a proportional salary reduction as a result.

G. Work Schedule

Hours: The normal week for administrators and professional staff is thirty-seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, additional hours may be required.

Administrators and exempt professional staff are not entitled to overtime pay or compensatory time off for hours worked in excess of the College's normal workweek. Nonexempt professional staff will be offered overtime or compensatory time off under the terms of the College's Educational Support Staff Compensatory Time Procedure.

The normal workweek during the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m., Monday through Thursday, with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the president in the spring of each year.

H. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an administrator or professional staff is going to be late or absent, the immediate supervisor should be notified. (See notification requirements)

I. Wage and Salary: Pay Periods

Paychecks for all administrators and professional staff are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday, or other College recognized holiday, paychecks will be distributed on the preceding working day. Paychecks received are based on wages earned in accordance with the individual administrator's and professional staff's contract/employment confirmation letter provision.

Paychecks: must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.

J. Payroll Deductions

Payroll deductions are made as required for Federal Income Tax, Kansas State Income Tax, and Kansas Public Employees Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error in their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

If there is any change in a dependency status it is the individual's responsibility to advise the Human Resource Office to this effect.

K. Pay Increases

Compensation for each administrator and professional staff shall be reviewed annually by the administration and the Board of Trustees. Recommended increases based on such revision take effect at the beginning of the fiscal year, July 1st. Salary adjustments may be granted at other times of the year to allow for promotions, job reclassifications, or recently hired personnel.

L. Health Insurance

Health insurance benefits will be provided for full-time and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employee contract/employment confirmation letter, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for a single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

M. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and not

considered seasonal or temporary. Information concerning the program is available in the Human Resource Office.

N. Social Security

Labette Community College participates in the Federal Program of Social Security. Deductions are made as required by law.

O. Workers Compensation

Each employee of the College is covered by workers' compensation, covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work Program form, Appendix C. The supervisor, in turn, will file a written report of the accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If a worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure Return to Work Program, 10.17, Sick Leave & FMLA policy).

P. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the president. (See also Policy 7.06)

**Q. Vacation & Personal Days**

Vacation leave is accrued at one day a month for Administrators and Professional Staff hired to work 12 months per year and 20 or more hours per week. For full-time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. (See Policy 7.07 for Recording Vacation Time).

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal year that may be used in the same manner as a vacation. These days will not accrue.

Vacation leave ~~and personal days~~ may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal days. Vacation leave or personal days shall be taken in increments of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible.

**R. Sick Leave**

Each Administrator and Professional Staff hired to work 12 months per year on a 20-hours-per-week or more basis can accumulate up to 7.5 hours (one day) of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarters time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Administrators and professional staff hired to work nine to eleven months per year on a (½) one-half time or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal year.

Employees who have accrued 30 days of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 90 days of sick leave. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. In no case shall an employee be allowed to accrue more than 90 days of sick leave. If an employee elects to contribute days to the sick leave bank, their sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.



Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 working days or more.

Sick Leave Usage: For purposes of clarifying Policy 7.01 (R) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee). Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life-threatening.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The president may approve additional days in unusual circumstances. (See Policy 7.08 –Administrator and Professional Staff sick leave and 7.09 – Sick Leave Bank)

Employees may have the right to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

S. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the president. (See Sick Leave Bank Procedure)

T. Military Leave

The College will comply with all military leave laws.

U. Educational Benefits

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition and material fees for noncredit courses, seminars, and workshops. (See Policy 7.10 for Book Loans and Policy 7.11 for Taking Classes during Working Hours)

V. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

W. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS 457 retirement plan instead of the 403(b).

Note: Regardless of the previous years of service, the vesting years will begin at your most recent hire date.

X. Discipline and Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be an unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

**Y. Grievance***Introduction*

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the president.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

*Definition*

1. The term "employee" shall include full-time administrators and professional staff not covered by the terms and conditions of a collective bargaining agreement with the College.
2. The term "working days" shall mean calendar days excluding Saturday, Sunday, and College holidays. Interpretation of working days shall be the responsibility of the director of human resources.
3. The term "policies and procedures" shall include policies approved by the Board of Trustees or procedures in the procedures manual, which have been approved by the president. A non-renewal notice by the College is not a grievable action.

*Procedures*

Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

Level 2 – If the grievance is not satisfactorily resolved with the employee's immediate supervisor, then such employee may submit the grievance in writing using the

appropriate grievance form to the employee's next highest-ranking supervisor. This step must be taken within five (5) working days after receipt of such grievance.

This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with their vice president, the employee may submit such grievance in writing on the appropriate grievance form to the Office of the President. This step must be taken within five (5) working days after the vice president's decision to the employee under Level 2. The president (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

Z. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider the reinstatement of any non-instructional staff after a period of one year from the date of exit.

Assistance for those affected by the reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employees/end of the same semester for dependents

## EXHIBIT 4

- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches for up to one year

Revised: 3/9/17

Revised: 7/20/17

Revised: 7/12/18

Revised: 9/12/19

Revised: 5/5/2020

**POLICY 8.01 EDUCATIONAL SUPPORT STAFF: CONDITIONS OF EMPLOYMENT**

Educational Support Staff provides a variety of services in support of instructional, student development, and administrative services activities to achieve the mission and purposes of the College. Whereas "conditions of employment" relate to the acquisition, allocation, and/or expenditure of resources (fiscal, human, and/or physical), these conditions of employment are considered policy statements, which are subject to approval, by the Board of Trustees.

Procedures in support of these policy statements shall be approved by the President.

A. Employment Procedures

Employment of Educational Support Staff will conform to all applicable federal, state, and local laws, ordinances, and regulations, as well as policies of the Board. A transcript/proof of education/appropriate credentials is required upon offer of employment.

B. Compensation

Salaries for Educational Support Staff are determined through the Educational Support Staff Salary Schedule and approved by the President. (*See Policy 8.12 for Shift Differential pay*)

C. Definition of Educational Support Staff

"Educational Support Staff" includes all full-time Labette Community College personnel except part-time faculty, administrators, professional staff, and those covered by a collective bargaining agreement. Educational Support Staff personnel shall not be employed for any specified term.

Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20. All full-time employees are entitled to receive all fringe benefits provided by the College.

Part-time employees are those persons who work as the need arises or on a schedule of fewer than twenty (20) hours per week and are not entitled to any fringe benefits.

Part-time employees may work a maximum of 40 hours per week for a limited period of time.

D. Employment Evaluation

All Educational Support Staff are evaluated by their immediate supervisor at least two times a school year for the first two full years of employment and at least annually thereafter, but may be evaluated more often at the discretion of the supervisor. At this time the employee's performance is reviewed with respect to their position description and other performance factors. The evaluation is designed to provide a means of two-way communication between employees and supervisors. It also serves as a means of

employee development, by pointing out both strong and weak points in an individual's performance. Evaluation is also used to determine if an employee should be retained or dismissed from employment.

E. Promotion, Reassignment, and/or Transfers

The mission of Labette Community College (LCC) and external forces sometimes require changes to meet or better serve the needs of our students and service area. Accordingly, the College will from time to time find it necessary to create new positions or modify the duties of existing ones or reassign employees from one position to another.

Because the College values its staff, LCC attempts to provide reasonable opportunities for promotion and transfer to current employees. Announcements of educational support, administrator, faculty, and professional staff vacancies will be made available to all appropriate personnel with instructions for applying. The College also provides opportunities for employees to improve their employability through opportunities to obtain additional education and to attend professional development workshops and seminars.

LCC also attempts to pay its employees as fairly as circumstances allow. However, when the College finds it necessary to modify an existing position, it is important to remember that not all job title changes or additions of new responsibilities or job complexity are sufficient to qualify the employee for a promotion or salary adjustment.

**Promotion-** A promotion is defined as movement from one position to another that entails a marked increase in (1) the complexity of duties and/or (2) the addition of increased responsibilities sufficient to merit the assignment of a new job or position title change that also (3) qualifies for inclusion into a higher salary range and carries a higher compensation.

Promotions will normally be made using the College's regular hiring procedure to ensure that all interested qualified employees receive consideration for the position. The President may promote Educational Support Staff by direct appointment when, in their judgment, the best interests of the College will be served by bypassing regular procedure and directly making such an appointment. Promotions should also be based on other appropriate factors as well, including personal development and performance of current responsibilities.

**Salary Adjustment -** A salary adjustment is defined as a one-time increase in salary granted to an employee within their salary range given to (1) recognize that employee's outstanding performance of their duties, or (2) address an inequity between the employee's pay and similarly situated persons, or (3) to recognize an increase in the employee's value to the College due to market forces.

Planned salary adjustments or promotions based on the restructuring of an existing position through the addition of new job responsibilities or more complex job duties or

the creation of a new position must be made in collaboration with the director of human resources (HR). The director of HR is responsible for ensuring that promotions/salary adjustments are made in a manner consistent with the College compensation plan and past practice. In the case of disagreement, the vice president of finance and operations will decide the issue.

**Reassignment** - A reassignment is defined as an administratively initiated transfer of an employee from one position to another. Reassignments are not required to be voluntary in nature, although the administration will consider the concerns of the employee being reassigned whenever possible.

The President may reassign Educational Support Staff within the College when, in their judgment, the best interests of the College will be served by such a reassignment. Such action may include freezing or lowering the affected employee's salary to place the employee appropriately in the salary range of the new position. The President may alter or amend assigned duties, change titles or reassign employees at any time.

**Transfer** - A transfer is defined as a voluntary, employee-initiated movement from one position to another within the same salary range or to a lower salary range. Any employee transferring from one position to another within the same salary range should not have an expectation of receiving an increase in salary. Although the College may raise a transferring employee's salary in cases where an issue of equity exists.

In cases where an employee elects to transfer to a position in a lower salary range, the employee will be placed at approximately the same position in the lower salary range as the employee held in the higher salary range. For example, an OPSS I level employee whose salary is at the 25<sup>th</sup> percentile of that salary range moving to an OPSS II salary range position would be placed approximately at the 25<sup>th</sup> percentile of the OPSS II salary range and receive a proportional salary reduction as a result.

F. Work Schedule

Hours - The normal week for Educational Support Staff personnel is thirty-seven and one-half (37 1/2) hours per week from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for the lunch period. For seasonal requirements or special work demands, a dean of instruction may alter the official workweek.

The workweek of the summer work schedule will generally be from 7:00 a.m. to 4:30 p.m. Monday through Thursday with a forty-five (45) minute lunch period.

Specified summer hours shall be determined by the President in the spring of each year.



G. Absence and Tardiness

Punctuality and regular attendance are important factors in consideration for job retention and promotion. If an employee is going to be late or absent, they should notify their immediate supervisor. (See additional information on notification and recording)

H. Wage and Salary

1. *Pay Periods*

Paychecks for all Educational Support Staff personnel are issued on the 20th of each month. If the 20th falls on a Saturday, Sunday, or other College recognized holiday, paychecks will be distributed on the preceding workday. Paychecks received are based on wages earned from the 16th of the previous month through the 15th of the current month.

Payroll checks must be picked up by the employee or there must be a signed authorization before another person can receive an employee's check.

Direct deposit is available for full-time employees.

2. *Payroll Deductions*

Payroll deductions are made as required for FICA, Federal Income Tax, Kansas State Income Tax, and Kansas Public Employee Retirement System. If authorized by the employee in writing and approved by the Human Resource Office, other deductions will be made as desired by the employee.

If an employee discovers an error in their paycheck, they should immediately contact the payroll benefits coordinator, the vice president of finance and operations, or the human resource director and the Business Office will timely respond to the complaint. If an improper deduction has occurred, the employee will be reimbursed and the office will make a good-faith commitment to future compliance.

If there are any changes in a dependency status it is the employees' responsibility to advise the Human Resource Office of the change.

3. *Compensatory Time*

Statement of Principle

Labette Community College's practice is to comply with the requirements of all federal and state employment laws. To comply with the provisions of the Fair Labor Standards Act, the following procedure is established to: ensure compliance with the compensatory time provisions of the FLSA, promote equitable treatment of all non-exempt staff and provide for adequate record keeping to administer the compensatory time procedure of Labette Community College.

Procedure

The director of human resources shall be responsible for the implementation and administration of this procedure including the maintenance of the master compensatory time file for all non-exempt (hourly) employees. All non-exempt employees of Labette Community College are eligible for participation in the Compensatory Pay Procedure with the approval of their supervisor.

For all non-exempt (hourly) staff, all hours worked in excess of the normal workday must be approved in advance by the appropriate supervisor and recorded on forms provided by the Human Resource Office. It is understood that all hours in excess of 37 ½ hours actually worked during the regular workweek by non-exempt staff will be paid as overtime or accrued as compensatory time. Employees who work extra hours without the permission of their supervisor may be subject to disciplinary action.

In the absence of a written work rule on file in the payroll office, it will be assumed that all hours in excess of 37 ½ worked in a regular work week are compensatory time for payroll and leave purposes. With the approval of the appropriate dean, each department of the College that employs non-exempt staff may establish a specific department-wide work rule in consultation with its non-exempt staff concerning whether hours worked in excess of 37 ½ per week will be treated as overtime or compensatory time. If there is a departmental work rule on file with the payroll office, it will be considered the effective rule for payroll and leave purposes until a revised rule is received.

Any time worked over 37 ½ hours per week, which is to be handled differently than that department's usual practice must be agreed to by the appropriate dean, supervisor, and employee in advance of the work being performed. In the event that mutual agreement cannot be reached and the supervisor requires the non-exempt employee to work the extra hours, the extra hours will be treated per the departmental work rule or this procedure if a departmental rule is not in effect.

Compensatory time will be computed at the rate of 1 and ½ hours of compensatory time for every hour worked over 37 ½ hours per workweek. If an hourly employee works more than 7 ½ hours in a day, the supervisor may elect to give the employee time off during the same week on the basis of one extra hour worked to one hour off in lieu of comp time. *(See Policy 8.05 for additional information)*

Every eligible employee may accrue up to 75 hours of compensatory time (equivalent to 50 hours worked). In the event that an eligible employee accrues more than 75 hours of compensatory time, the excess over 75 hours will be paid to the employee no later than the next regular payday following the posting of the accrued hours. Payment for the compensatory time in excess of 75 hours will be made at the rate currently earned by the employee.

Employees who are transferred to another department or division at the request of the College administration retain their accrued compensatory time and the new department will assume the liability. If a non-exempt employee's status is changed to being exempt by the College for any reason, the employee will be paid for all accrued compensatory time no later than the next payday following the status change.

Employees leaving employment for any reason will be paid for all of their remaining accrued compensatory time on their final paycheck. Payment of compensatory time to employees leaving employment will be based on the higher of:

- a. the average regular rate of pay for the previous three years of employment,  
or
- b. the final regular rate of pay received by the employee prior to termination.

All compensatory time taken by non-exempt employees will be reported to payroll using College leave forms. (See Policy 8.05)

Under FLSA rules, employers must make compensatory hours readily available for use by their employees and may set reasonable limitations on use. Employees will notify their supervisor of their intent to take compensatory time no less than 2 full working days (a week's notice is preferred) prior to the start of such leave except in exceptional circumstances. Supervisors will grant the leave requested unless doing so will unreasonably disrupt the operations of the department. (Refusal due to simple inconvenience to the supervisor or department will not be considered an acceptable reason to deny leave.)

Employees who feel they have unreasonably been denied the opportunity to use compensatory time by their supervisor may appeal their supervisor's decision directly to the director of human resources. The director of human resources will consult with the appropriate dean or the president, in cases where the supervisor is also the dean, as soon as it is practical and they will jointly reach a decision on the matter that will be final.

#### 4. *Employment Letter*

Educational Support Staff employees will receive an employment confirmation letter when hired after 8/29/11. This is an employment-at-will position and your employment may be terminated at will and no oral statements or statements in the LCC Policy/Procedure Manual are intended to create a right to continuing employment.

5. Pay Increases

Each employee's compensation shall be reviewed annually by the administration and the Board of Trustees. Recommended increases take effect at the beginning of the fiscal year, July 1st. Wage adjustments may be granted at other times of the year to allow for promotions, job reclassification, or recently hired personnel. See Also Procedure 10.030 Administrative Classification Appeal/Review

I. Health Insurance

Health insurance benefits will be provided for full-time employees and/or part-time employees working 20 or more hours a week as per the position description. Except as provided through an individual employment contract, the Board of Trustees will pay 90 percent of a single membership. In addition to single membership, if an employee desires family coverage, employee and spouse, or employee and child, payroll deductions from the employee's pay will be made for the above options.

Participation in the insurance plan, at least for a single membership, is mandatory for all employees, unless the employee can provide evidence of group coverage by another insurance carrier.

Employees who work more than 630 hours per year and/or more than 12.5 hours per week but less than 19 hours a week are eligible for part-time health insurance benefits at the part-time rate.

Details concerning this policy and related procedures may be obtained from the Human Resource Office.

J. K.P.E.R.S.

Membership in Kansas Public Employees Retirement System is mandatory for all full-time College employees or employees working more than 630 hours a year and is not considered seasonal or temporary. Information concerning this program is available in the Human Resource Office.

K. Social Security

Labette Community College participates in the Federal Program of Social Security. A required deduction is made from the employee's paycheck with a matching contribution made by the College.

L. Workers Compensation

Each employee of the College is covered by workers' compensation covering injuries arising out of, and in the course of, one's employment with the College. LCC utilizes a preferred physician; see Policy/Procedure 10.17 Return to Work Program, when employees are injured at work. Any injury received on the job must be reported to the employee's immediate supervisor within 24 hours per Procedure 10.17 Return to Work, Program form, Appendix C. The supervisor, in turn, will file a written report of the

accident, Procedure 10.17 Return to Work Program form, Appendix D, with the Human Resource Office.

Employees not eligible for the Return to Work Program may elect to use sick leave time, apply to the Labette Community College Sick Leave Bank, or receive workers' compensation lost wage payments currently paid at 67%. However, employees are not allowed to receive sick leave and lost wage compensation for the same lost days of work. The waiting period for temporary total disability (TTD) applies to the first seven days claimant is off work. If the worker is off for three consecutive weeks, then the employer shall pay the worker TTD for the waiting period. (See also Policy/Procedure, Return to Work Program, 10.17, Sick Leave & FMLA policy).

M. Holidays

The following holidays will be observed annually:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Week of Independence Day
7. Labor Day
8. Veteran's Day
9. Week of Thanksgiving Day
10. Christmas Day

Additional holidays may be observed during the holiday recess or at other times as announced by the President. (See Policy 8.06 for further information.)

N. Vacation

Vacation leave is accrued at one day a month for Educational Support Staff hired to work 12 months per year and 20 or more hours per week. For full-time in the fifth year of employment, vacation shall accrue at the rate of 20 days per year based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment after the 15th of any month shall not earn a vacation day credit but the first of the following month shall be used for leave credit purposes. Except for emergency leave and termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not be granted vacation time. Instead of vacation, they will be granted four personal days per fiscal or grant year that may be used in the same manner as a vacation. These days will not accrue.

Vacation leave and personal days may be accumulated to a maximum of thirty (30) days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal days. Vacation leave shall consist of no less than one hour and is granted at the convenience of the institution. Annual vacation requests should be submitted as far in advance as possible and at least thirty (30) days if at all possible. *(See Policy 8.07 for further details)*

O. Sick Leave

Each Educational Support Staff hired to work 12 months per year on a 20 hours per week or more basis can accumulate up to 7.5 hours, (one day) of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours or 12 days per year. For three-quarter time, sick leave will accrue at 5.62 hours and one-half time, 4.00 hours monthly. Initial employment subsequent to the fifteenth of any month shall not be considered a month of employment for leave credit.

Educational Support Staff hired to work nine to eleven months per year on a 20 hours per week or more basis will not accrue sick leave. They will be granted 10 days of sick leave per fiscal or grant year as appropriate.

At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days sick leave will be granted. If fewer than 30 days are accrued, accumulating factors go back into place until 30 days are accrued. If an employee elects to contribute days to the sick leave bank, their sick leave days will be decreased by that number of days up to a maximum of five (5) days per contribution period.

Sick leave shall not be payable until an employee is absent from work because of illness or injury including illness caused or contributed to by pregnancy. The College reserves the right to require medical confirmation for illnesses/injuries lasting 3 or more working days.

Sick Leave Usage: For purposes of clarifying Policy 8.01 (O) Conditions of Employment and determining eligibility under the Sick Leave section, the first sentence of the fifth paragraph will be interpreted as if it read: Up to fifteen (15) days of accumulated sick leave may be used in each calendar year for an illness or a death in the immediate family (husband, wife, father, mother, son or daughter or any person who is wholly dependent on the employee).

Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, or grandfather for an illness which is catastrophic or life threatening.

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the patient. Such illness must be severe, continuing, and unusual. The President may approve additional days in unusual circumstances. *See Policy 8.08 –Educational Support Staff Sick Leave and 8.09 – Educational Support Staff Sick Leave Bank.)*

Employees may have rights to additional unpaid leave through the Family and Medical Leave Act see Policy 2.08, Family and Medical Leave Act (FMLA) Compliance, for details.

Employees who find they are unable to be present for the discharge of their assigned duties will call their immediate supervisor as far in advance as possible. If the duration of the absence is unknown, a call will be made to the immediate supervisor. It is the employee's responsibility to complete and submit for approval the Request for Leave form for each absence.

At the termination of employment, no sick leave benefits will be paid for accumulated but unused sick leave.

P. Sick Leave Bank

Occasionally, an employee who is eligible for sick leave experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave days. To demonstrate compassion and provide charitable assistance to fellow employees, a sick leave bank will be established to allow full-time employees to donate accrued sick leave days according to procedures approved by the President. *(See Policy 8.09 for details)*

Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Labette Community College will scholarship tuition and material fees for the employee, spouse, and all dependent children of any employee who works 20 hours or more per week for courses taken for credit at the College. The enrollee shall pay for tuition and material fees for noncredit courses, seminars, and workshops. *(See Policy 8.10 for Book Loans and Policy 8.11 for Taking Classes during Working Hours).*

S. Cafeteria Plan

Professional Employees may elect to participate in an optional Security Flex 125 program administered through a financial service company. The program includes medical reimbursement, disability income insurance, group life insurance, and a cancer policy.

T. Tax Sheltered Annuity Proposal

LCC will match contributions of up to \$60 per month or \$720 per year to a tax-sheltered annuity. Employer contributions will vest according to the following schedule:

Years of Service (from date of hire)	Vesting %
5	25%
6	40%
7	55%
8	70%
9	85%
10	100%

Staff who have been employed at LCC for 10 years or more may elect to use this match in KPERS 457 retirement plan instead of the 403(b).

Note: Regardless of previous years of service, the vesting years will begin at your most recent hire date.

U. Discipline And Termination

As part of their supervisory responsibilities, Labette Community College supervisors must provide continuing guidance to employees they supervise and take prompt, appropriate action for correcting any behaviors which deviate from acceptable standards or what is considered to be unsatisfactory performance of duties. Supervisors are urged to deal with infractions of acceptable standards through informal approaches such as advisement, closer supervision, and verbal conferences. If the same unsatisfactory performance or misconduct persists, more severe measures will be taken. When further action becomes necessary, the supervisor will comply with appropriate steps as outlined in Policy 2.16 Performance Improvement and Procedure 2.16 Performance Improvement.

V. Grievance

*Introduction*

This procedure is provided to resolve complaints of employees concerning the application or interpretation of Board policies and procedures of the College or any Board policy or administrative regulations affecting the terms and conditions of service by employees not covered by the terms and conditions of a collective bargaining agreement with the College. For the purpose of this document, an "administrative regulation" is a procedure that is included in the procedures manual and has been approved by the President.

Time limits are given herein for prompt action. If the employee presenting the problem does not appeal from one step to the next within the time limit stated, the case will be considered closed and no further appeal is permitted. If the employee does not receive a



response within the time limit stated, the employee may appeal to the next level. The time limits may be extended by mutual written consent of the parties.

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*Procedures*

Level 1 – The employee shall first submit the grievance in writing to their immediate supervisor, using the appropriate grievance form within five (5) working days of the incident in question. The supervisor shall respond to the employee's complaint within five (5) working days from the date they receive the grievance. In the event that a grievance is initiated as a result of the action taken as a disciplinary procedure and the employee so wishes, Level 1 may be eliminated and the procedure may begin at Level 2.

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This same process of appeal in Level 2 will continue until a decision of the supervising vice president has been issued. In the case where no vice president is within the chain of command, the highest-ranking position, which reports to the president, will be considered an equivalent.

Level 3 – If the employee's grievance is not satisfactorily resolved with their vice president, the employee may submit such grievance in writing on the appropriate grievance form to the Office of the President. This step must be taken within five (5) working days after the vice president's decision to the employee under Level 2. The president (or designee) will review the employee's grievance and make a decision in writing within ten (10) working days, which shall be final and binding.

In the case of a decision to terminate employment, the employee may file a written request for appeal to the Board of Trustees. Such written appeal will be filed with the Secretary-Clerk of the Board within fifteen (15) working days after receipt of the termination notice. The Board of Trustees will respond to the request for appeal within forty-five (45) working days of the date of receipt of the written request for appeal. The employee will be entitled to a hearing with the Board.

W. Reduction in Force

If the Board decides that the size of non-instructional staff must be reduced, guidelines in the following rule shall be followed:

The educational goals and needs of the college, individual qualifications, certifications, training, skills, evaluations, interests, and length of service shall be considered.

If all have similar qualifications, certifications, training, skills, evaluations, and interests, the non-instructional staff who best meets the needs of the college, considering the factors outlined above and any other relevant factors, will be retained.

Any employee who has not been reemployed as a result of the non-instructional staff reduction shall be considered for reemployment if a vacancy exists for which the non-instructional staff would qualify. The president will recommend to the Board reinstatement of any non-instructional staff they deem qualified and able to serve the best interests of the College. The Board shall not be required to consider reinstatement of any non-instructional staff after a period of one year from the date of exit

Assistance for those affected by reduction in force:

- Extension of the tuition and fee fringe benefit policy for a period of one academic year for employee/end of same semester for dependents
- Use of the LCC Student Success Center/Library or computer labs for resume preparation and/or job searches up to one year

Revised: 3/9/17

Revised: 7/20/17

Revised: 7/12/18

Revised: 9/12/19

Revised: 5/5/2020

**POLICY 10.19****RECORDS RETENTION**

In accordance with K.S.A. 72-5369. (1975 HB 2390 -1), the Labette Community College Board of Trustees provides for and authorizes any officer, official, or employee charged with or having custody of the College records, documents, or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted in Procedure 10.19): to authorize the destruction of a student, financial, and employment records according to the schedule.

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

Darcie Martinez has accepted the position of Concurrent Dual Credit Coordinator.

Jaran Dixon has accepted the position of PT Assistant Men's Basketball Coach.

Janice Reese has accepted the position of Public Relations Director.

Lauren Holmes has accepted the position of Student Support Services Academic Advisor with a General Education/Health Science Emphasis.

Lauren Shepard has accepted the position of Student Support Services Academic Advisor with a Health Science Emphasis.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letters for Darcie Martinez, Concurrent Dual Credit Coordinator at a salary of \$36,000 starting October 1, 2022; Jaran Dixon, PT Assistant Basketball Coach at a salary of \$21,976 starting October 1, 2022; Janice Reese, Public Relations Director at a salary of \$53,000 starting October 10, 2022; Lauren Holmes, Student Support Services Academic Advisor (Gen Ed. Emphasis) at a salary of \$37,000 starting October 17, 2022; and, Lauren Shepard, Student Support Services Academic Advisor (Health Science Emphasis) at a salary of \$35,000 starting October 17, 2022

## Biography

### Darcie Martinez

Ms. Darcie Martinez has accepted the position of Concurrent Dual Credit Coordinator. Darcie is a graduate of Labette Community College with an Associate of Science degree in Elementary Education and a Bachelor of Science degree in Elementary Education from Newman University in Wichita.

Darcie has been teaching, most recently, at USD503, Parsons Middle School, 6<sup>th</sup> grade Social Studies, Language, and Arts, in addition to 8<sup>th</sup>-grade yearbook for 5 years. She holds a State of Kansas Teaching License.

Darcie came to LCC in July as the Financial Aid Specialist. She will begin work on October 1, 2022.

## POSITION DESCRIPTION

### CONCURRENT/DUAL CREDIT COORDINATOR

**Reports to: Vice President Academic Affairs**

**Organizational Unit: Professional Staff**

**Salary Range: Coordinator/Coach/Counselor, Exempt, Full Time**

**Revision Date: August 2022**

#### I. Basic Purpose of Position

The Concurrent/Dual Credit Coordinator collaborates with school districts needs and leads the development and implementation of programs and courses in response to those needs. Serves as the primary liaison between high schools and the College and ensures compliance with state and other standards/regulations. The primary responsibilities of the Concurrent/Dual Credit Coordinator are scheduling and coordination of concurrent/dual credit course offerings in area high schools and assisting high school counselors with advising and enrolling students interested in taking college courses. Serves as the primary advisor for high school students.

Contacts with others include high school and college faculty and staff, students, and parents. The Coordinator plays a critical role in the development of concurrent/dual credit agreements for the college and high schools.

#### II. Essential Job Functions

- A. Ability to evaluate credentials and hire instructors and building coordinators for concurrent/dual credit courses
- B. Ability to assist with concurrent instructor evaluations
- C. Ability to prepare the schedule for concurrent/dual credit offerings
- D. Ability to serve as primary advisor of high school students and assist as an advisor for other majors during the summer
- E. Ability to prepare concurrent budgets
- F. Ability to check enrollment, finalize contracts and request checks for concurrent/dual credit instructors and LCC building coordinators once enrollment is verified
- G. Ability to assist with the LCC website regarding concurrent/dual credit information
- H. Ability to conduct in-service meetings with instructors and building coordinators
- I. Ability to organize and hold concurrent advisory board meetings annually
- J. Ability to create and update articulation agreements for career technical programs with local high schools
- K. Ability to advise high school students for enrollment
- L. Ability to monitor paper work due from concurrent and dual credit adjuncts (syllabi, certification rosters, digital grades, and outcomes)
- M. Ability to collect English Comp I and II and General Literature student folders from concurrent adjuncts at the end of each semester for the English department review
- N. Ability to prepare program reviews as required
- O. Ability to monitor textbooks and coordinate high school and college textbooks and purchase rotation
- P. Ability to coordinate student billings and payment plans with the LCC Business Office
- Q. Ability to coordinate parent billing communications
- R. Ability to serve as liaison between high schools, LCC main campus and Cherokee Center
- S. Ability to promote instructor professional development opportunities (videos, workshops, etc.)
- T. Ability to prepare and make available the concurrent/dual credit student handbook

- U. Seeks opportunities to create additional credit opportunities for high school students through collaboration with the Dean of Instruction
- V. Ensures adherence to national and state standards and accreditation requirements as applicable; determines, catalogues, tracks, maintains, and updates necessary compliance documentation
- W. Ability to report concurrent information to KBOR as required and be aware of changing requirements
- X. Ability to create and update CEP agreements and instructor course agreements for concurrent courses following KBOR regulations
- Y. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues including but not limited to attending statewide meetings, attending professional development courses, and attending training and/or courses as appropriate
- Z. Analyzes cost requirements and makes recommendations for fee structures to the Vice President of Academic Affairs
- AA. Ability to complete degree checks for welding and electronic students
- BB. Ability to follow all LCC policy and procedures
- CC. Ability to perform other duties as assigned
- DD. Ability to maintain regular and timely attendance

**III. Consulting Tasks**

- A. Concurrent/dual credit and full time faculty with student concerns
- B. Concurrent/dual credit faculty with communication with full-time faculty
- C. Area high school administrators and counselors to serve needs of concurrent/dual credit students
- D. LCC Business Office and Admissions staff
- E. Parents of high school students with questions/concerns

**IV. Supervises the Following Staff**

None

**V. Knowledge, Skills and Abilities**

Knowledge of:

- Related regulations and standards including FERPA guidelines;
- Concurrent/Dual credit offerings at either high school or community college levels;
- Educational needs of diverse populations;
- Trends and best practices in concurrent/dual credit from a state and national level.
- Education initiatives in Kansas.

Skills in:

- Monitoring and evaluating programs/courses/curriculum;
- Project coordination;
- Operating computers and software such as Word, Excel, and Power Point.

Ability to:

- Work independently;
- Plan and schedule work to meet deadlines;

- Work effectively with diverse academic, cultural and ethnic backgrounds of high school and community college students and staff;
- Effectively communicate in oral and written form;
- Operate a variety of office equipment.

**VI. Required Qualifications**

- A. Bachelor's degree in an appropriate field from an accredited institution
- B. Experience in higher education and/or high school environment
- C. Ability to work with people from diverse backgrounds, interests, and abilities
- D. Strong interpersonal and written communication skills
- E. Attention to detail and strong organizational skills

**VII. Preferred Experience**

- A. Community college teaching experience
- B. Experience coordinating programs and/or activities with multiple stakeholders
- C. Experience advising students
- D. Experience scheduling courses
- E. Experience with concurrent / dual credit courses
- F. Experience with Excel and CTE initiatives
- G. Experience evaluating instructors

**VIII. Working Conditions/Environment**

- A. Some off campus and occasional out of service area travel required
- B. Must be flexible and adapt well to changes
- C. Busy office conditions



## **BIOGRAPHY**

### **Jaran Dixon**

Jaran Dixon has accepted the Part-Time Assistant Men's Basketball Coach beginning October 1, 2022.

Coach Dixon attended LCC and Independence Community College. Jaran has been a Parsons High School assistant coach for football and basketball for the last seven years, as well as a varsity assistant and head JV basketball. Most recently he served as the Defensive Coordinator in football. He has also served as the Head Parsons Middle School track coach.

## POSITION DESCRIPTION

### ASSISTANT MEN'S BASKETBALL COACH

**Reports to: Head Men's Basketball Coach**

**Organizational Unit: Professional Staff**

**Salary range: Specialist, Exempt**

**Revision Date: September 2022**

#### I. Basic Purpose of Position

Working 42 weeks a fiscal year the Assistant Men's Basketball Coach is responsible for assisting with recruiting and implementing the men's basketball squad, creating a pleasant learning environment for the student-athletes, and counseling student-athletes in everyday crises on and off the floor.

#### II. Essential Job Functions

- A. Ability to assist with the promotion and development of the Men's basketball program
- B. Ability to assist in the scheduling of the gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for Men's basketball
- 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 the annual operating budget
- I. Ability to aid in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to 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 as required
- N. Ability to assist Athletic Director in administering the intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by the Athletic Director
- P. Ability to assist Athletic Director as the department's Game Operations Coordinator
- Q. Ability to follow all LCC policies and procedures
- R. 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 basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

**VI. Preferred Experience**

Two years of playing and or coaching experience

**VII. Educational Background**

- A. Associate Degree required
- B. Bachelor's Degree preferred or equivalent coaching experience

**VIII. Working Conditions/Environment**

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

## Biography

### **Janice M. Reese**

Janice Reese has accepted the Director of Public Relations position. She will begin her duties at LCC on October 10, 2022. Ms. Reese earned an Associate of Arts degree from York College, York, NE, and a Bachelor of Science in Marketing from Oklahoma Christian College, Oklahoma City, OK.

Janice comes to LCC from Wilson Medical Center in Neodesha where she has worked for several years as the Marketing/Foundation Director. She brings years of experience in managing public relations, strategic planning, budgeting, press releases, printed publications, digital marketing, web design and content creation, special event planning, and creating radio/TV spots, and promotional videos.

Janice is the current chair of the Chamber of Commerce in Cherryvale and chair of the Wilson County Interagency Coalition.

## POSITION DESCRIPTION

### DIRECTOR OF PUBLIC RELATIONS

**Reports to: President**

**Organizational Unit: Professional Staff**

**Salary range: Executive Level Personnel, Exempt, Full time**

**Revision Date: August 2022**

#### I. Basic Purpose of Position

The Executive Director of Public Relations is responsible for managing and, where appropriate, coordinating all public relations efforts of the college, including publications, news releases, media relations, promotional advertising, special public events, social media management, and assistance with website management. Director will implement and ensure appropriate branding of the institution through all graphic design services.

#### II. Essential Job Functions

##### Goals and Objectives

- A. Ability to annually establish written public relations goals and objectives that are intended to advance institutional goals
- B. Ability to create and implement strategic communication plans
- C. Ability to follow all LCC policies and procedures
- D. Ability to perform other duties as assigned
- E. Ability to maintain regular and timely attendance
- F. Assists President and or administration with written and oral internal and/or external communication

##### Publications

- A. Ability to originate publications
- B. Ability to edit and approve all materials to be distributed to the public and news media that are primarily promotional in nature and/or reflect on the image of the college
- C. Ability to coordinate design and approve the production of other college publications, such as those for: admissions and recruitment, campus newsletters, alumni, and resource development materials
- D. Ability to coordinate the production of publications with private vendors
- E. Ability to take pictures for publicity, sports information, graphic services, social media, and website
- F. Ability to coordinate and approve all web materials and facilitate web updates with the Webmaster.
- G. Ability to serve as College social media manager
- H. Ability to produce materials for and maintain electronic signage and events calendar

##### Advertising

- A. Ability to develop advertising materials for admissions and student recruitment department as well as for general public information
- B. Ability to negotiate and purchase advertising with media sources
- C. Ability to create marketing campaigns both generic and program-specific

Public Relations

- A. Ability to plan and implement events to promote positive public relations
- B. Ability to maintain close professional relationships with area media
- C. Ability to advise the President and Vice Presidents on the college's external and internal public relations issues, such as matters of interest to the general public or issues that have an impact on the college's public image

Special Events

- A. Ability to plan and implement or assist with special public relations events
- B. Ability to provide video graphic and still photography services for college events
- C. Ability to organize other personnel or volunteers to assist with events

Budget Management

Ability to implement the departmental budget in accordance with college regulations

**III. Consulting Tasks**

The director regularly consults with the president, vice presidents, deans, and other department or division heads to ensure the public relations function of the college is carried out in the most efficient and effective way possible. The director regularly consults with the Executive Director of the Foundation and Alumni and Admissions Director to coordinate and carry out events and fundraisers.

**IV. Supervises the following staff**

- A. Digital Services Specialist
- B. College work-study

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

- A. Proficient use of public speaking, written, and oral communications skills.
- B. Advanced knowledge of standard journalism, communications, and graphic design practices, as they relate to publications, news writing, photography, and visual and audio productions, and the ability to apply efficiently this knowledge to the selection of the proper media and production of the finished product.
- C. Well-developed knowledge of the practices and standards of the professional field of public relations and the ability to effectively apply this knowledge to the college's public relations needs.
- D. Excellent interpersonal skills and ability to create an effective rapport with the public, as well as establish a cordial working relationship with her/his peers at the college.
- E. Superior planning and organizational skills relating to the duties of this position. Ability to consistently meet deadlines for the completion of tasks. A proactive performance orientation regarding the production of materials and results.
- F. Above-average knowledge of advertising methods applicable to all media applications. Some knowledge of marketing principles and methods.
- G. Ability to effectively organize and implement special events, such as banquets, honors programs, programs for the public, visits by legislators or dignitaries, public speakers, ground breaking and grand opening ceremonies.
- H. Competency in developing and effectively managing a departmental budget.
- I. Efficiency and effectiveness using computer software applications relating to publications, especially word processing, presentation, publishing and web page development software.

J. Well-developed creative skills relating to advertising and publications design formats.

**VI. Experience**

Minimum of three years full-time management or professional level experience in public relations or occupation where the above-stated job functions, knowledge, and skills were required and demonstrated on a regular basis.

**VII. Educational Background**

- A. Bachelor's degree
- B. College major required in public relations or a major in which substantial academic course work was completed in the principal areas of stated job duties. Previous full-time work experience as a public relations professional or responsible position in the public relations department of a similar organization may be substituted for the education requirement on a one-year's experience to one year of college basis.

**VIII. Working Conditions/Environment**

- A. Outside travel to media sources
- B. Ability to work flexible hours to accommodate such college needs as completion of deadline-related materials or evening or weekend activities
- C. Requires long periods of sitting and efficient use of computer related technology such as keyboard and mouse

## **Biography**

### **Lauren L. Holmes**

Ms. Lauren Holmes has accepted the Student Support Services Academic Advisor Health Science/General Education Emphasis position.

Lauren 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. Most recently, she has been LCC's Student Life Specialist organizing activities for students and working with the Student Government Association.

She will begin work on October 17, 2022.



## POSITION DESCRIPTION

### STUDENT SUPPORT SERVICES ACADEMIC ADVISOR

(Health Science/General Education Emphasis)

Reports to: Student Support Services Director

Organizational Unit: Professional Staff

Salary range: Coach/Coordinator/Counselor, Exempt, full time

Revision Date: October 2022

Temporary Position for Length of Grant

#### I. Basic Purpose of Position

The academic advisor is responsible for providing Student Support Services participants with appropriate case management, advising, occupational information, placement, and follow-up while working cooperatively with other Student Support Services staff and related support personnel of the college.

#### II. Essential Job Functions

- A. Ability to recruit students from within the college through placement assessment, College Success Skills courses, and speaking to classes or seminars
- B. Ability to assist in the process of identification and placement of eligible participants
- C. Ability to provide assessment, academic planning and advising, and monitoring for project students
- D. Ability to help coordinate Student Support Services orientation for new and returning project participants
- E. Ability to develop academic skills resources for project participants
- F. Ability to assist in the intake process for project participants
- G. Ability to develop individualized learning plans for project participants based on assessment results
- H. Ability to provide academic, career, social/personal, financial, and transfer counseling to individuals and groups of students in the project
- I. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff, and the Student Success Center on behalf of project students
- J. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- K. Ability to follow all LCC policies and procedures
- L. Ability to complete other tasks as assigned
- M. Ability to maintain regular and timely attendance

#### III. Consulting Tasks

- A. Consults with faculty, financial aid office, admissions office, various college administration and staff as well as community and business resources on behalf of program participants.

- B. Consults with other Student Support Services and Student Success Center staff to inform, obtain input and share concepts and information.
- C. Consults with college staff regarding special and personal needs of project students.

**IV. Supervises the Following Staff**

None

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

- A. Ability to effectively counsel and advise students, requiring the ability to understand others' concerns and respond with empathy.
- B. Ability to anticipate students' needs and develop appropriate short and long-range plans.
- C. Knowledge of the community college philosophy and LCC's graduation requirements, academic programs, and advising policy and procedures.
- D. Good organizational, oral, and written communication skills.
- E. Knowledge of personal computer operations and software applications including MS Word.

**VI. Preferred Experience**

- A. Advising in a community college environment.
- B. Providing needs assessment and learning plan development with college students, preferably those from first-generation families or those with limited income backgrounds.
- C. Providing career development, financial aid, and academic advising.
- D. Teaching to diverse audiences.
- E. Working with persons with academic disabilities.

**VII. Educational Background**

- A. Bachelor's degree OR
- B. Associate degree in Health Science

**VIII. Working Conditions/Environment**

Usual office environment

## Biography

### Lauren Shepard

Ms. Lauren Shepard has accepted the position of Student Support Services Academic Advisor/Health Science Emphasis. Lauren earned an Associate in Applied Science in Respiratory Therapy from LCC and is working on a Bachelor of Science in Strategic Communication Major with a Multicultural & Diversity Studies Minor.

Lauren comes to LCC from All Clear Services, in Independence, where she was a Communication Consultant. She also worked for United Allergy Services as a National Implementation Specialist.

She will begin work on October 17, 2022.

**POSITION DESCRIPTION****STUDENT SUPPORT SERVICES ACADEMIC ADVISOR**

(Health Science Emphasis)

Reports to: Student Support Services Director

Organizational Unit: Professional Staff

Salary range: Coach/Coordinator/Counselor, Non-Exempt, full time

Revision Date: October 2022

Temporary Position for Length of Grant

**I. Basic Purpose of Position**

The academic advisor is responsible for providing Student Support Services participants with appropriate case management, advising, occupational information, placement, and follow-up while working cooperatively with other Student Support Services staff and related support personnel of the college.

**II. Essential Job Functions**

- A. Ability to recruit students from within the college through placement assessment, College Success Skills courses, and speaking to classes or seminars
- B. Ability to assist in the process of identification and placement of eligible participants
- C. Ability to provide assessment, academic planning and advising, and monitoring for project students
- D. Ability to help coordinate Student Support Services orientation for new and returning project participants
- E. Ability to develop academic skills resources for project participants
- F. Ability to assist in the intake process for project participants
- G. Ability to develop individualized learning plans for project participants based on assessment results
- H. Ability to provide academic, career, social/personal, financial, and transfer counseling to individuals and groups of students in the project
- I. Ability to consult with faculty, financial aid office, admissions, Student Support Services project staff, and the Student Success Center on behalf of project students
- J. Ability to report directly to the Student Support Services Director and provide progress and data reports as needed
- K. Ability to follow all LCC policies and procedures
- L. Ability to complete other tasks as assigned
- M. Ability to maintain regular and timely attendance

**III. Consulting Tasks**

- A. Consults with faculty, financial aid office, admissions office, various college administration and staff as well as community and business resources on behalf of program participants.

- B. Consults with other Student Support Services and Student Success Center staff to inform, obtain input and share concepts and information.
- C. Consults with college staff regarding special and personal needs of project students.

**IV. Supervises the Following Staff**

None

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

- A. Ability to effectively counsel and advise students, requiring the ability to understand others' concerns and respond with empathy.
- B. Ability to anticipate students' needs and develop appropriate short and long-range plans.
- C. Knowledge of the community college philosophy and LCC's graduation requirements, academic programs, and advising policy and procedures.
- D. Good organizational, oral, and written communication skills.
- E. Knowledge of personal computer operations and software applications including MS Word.

**VI. Preferred Experience**

- A. Advising in a community college environment.
- B. Providing needs assessment and learning plan development with college students, preferably those from first-generation families or those with limited income backgrounds.
- C. Providing career development, financial aid, and academic advising.
- D. Teaching to diverse audiences.
- E. Working with persons with academic disabilities.

**VII. Educational Background**

- A. Bachelor's degree OR
- B. Associate degree in Health Science

**VIII. Working Conditions/Environment**

Usual office environment

Agenda Item #: V.B.  
Date: October 20, 2022

SUBJECT

Report of Student Learning

REASON FOR CONSIDERATION BY THE BOARD

To keep the Trustees informed about our students.

BACKGROUND

Each year the Instructional Outcomes and Assessment committee prepares a Report of Student Learning for the LCC faculty and staff, Board of Trustees, and community. The report examines the Outcomes Assessment plan, analyzes assessment data for the past year, and makes recommendations for the upcoming year.

PRESIDENT'S RECOMMENDATION

Dr. Kara Wheeler, Dean of Instruction, will give an overview of this report. The President recommends approval of the AY2022 Report of Student Learning.

AGENDA #: V.C.

DATE: October 20, 2022

SUBJECT

Digital Radiography Flat Panel System Computed Radiography Imaging System Equipment Bid

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999.

BACKGROUND

LCC obtained Carl Perkins's funding to update equipment for the Radiography program.

Please see the quotes in Exhibit 13.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the purchase of the equipment from Gammon Equipment in the amount of \$24,174.

**Radiography Equipment Bids**  
**10/4/2022**

Gammon Equipment	\$	24,174.00
Merit Med Management	\$	29,750.00
Premier X-Ray Solutions	\$	25,570.00



Agenda Item: V.D.  
Date: October 20, 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

The President recommends approval of the bills.

LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	9/2/2022		Total
			Account Number	Amount	
133675	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$168.41	
		Phone Service - WTC	12-4204-631-000	\$353.72	\$522.13
133676	A T and T	Internet Service	11-6401-631-000	\$1,366.86	\$1,366.86
133677	ArkACRAO	Membership Dues - Tyler Allen	11-5302-681-000	\$150.00	\$150.00
133678	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$43.75	\$43.75
133679	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$190.06	
		Cable - Cherokee Center	11-7103-701-000	\$116.84	\$306.90
133680	Crossland Construction Company	Athletics Expansion Project	67-9900-820-000	\$77,616.85	\$77,616.85
133681	Evegy Kansas Central INC	Electricity	11-7102-634-000	\$25,950.09	
		Electricity - WTC	12-4204-634-000	\$631.08	
		Electricity - Student Union	16-9482-634-000	\$534.09	\$27,115.26
133682	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
133683	Ross Harper	Reimburse Mileage - 8/24 & 8/29	12-4204-601-000	\$133.13	\$133.13
133684	Joe Smith Company, Inc	Concessions	16-9381-742-000	\$370.41	\$370.41
133685	KACRAO	KC Metro Reg - T Allen	11-5302-681-000	\$85.00	\$85.00
133686	Kansas Gas Service	Gas Service - Broadway Ave	11-7102-633-000	\$132.16	
		Gas Service - 1306 Main	11-7102-633-000	\$32.38	
		Gas Service - 1230 Main	11-7102-633-000	\$36.35	\$200.89
133687	Kansas Library Association	Membership Renewal - P Coomes	11-4101-701-000	\$50.00	
		Membership Renewal - S Zollars	11-4101-701-000	\$50.00	\$100.00
133688	Kansas Library Association	Conference Reg - Scott Zollars	11-4101-601-000	\$245.00	\$245.00
133689	Aaron Keal	Reimburse Mileage - Joplin Sam's Cl	11-5506-601-000	\$91.25	\$91.25
133690	Tammy Kimrey	Reimburse Mileage	11-4200-630-031	\$148.59	\$148.59
133691	Daudi Langat	Reimburse - Kahoot Subscription	11-1103-700-000	\$60.00	\$60.00
133693	Ryan S. Phillips	Softball Travel - 9/24	11-5509-601-000	\$450.00	\$450.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/2/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133694	Ryan S. Phillips	Softball Travel - 9/17	11-5509-601-000	\$450.00	\$450.00
133695	Ryan S. Phillips	Softball Travel - 9/10	11-5509-601-000	\$500.00	\$500.00
133696	Ryan S. Phillips	Softball Travel - 10/15	11-5509-601-000	\$500.00	\$500.00
133697	Ryan S. Phillips	Softball Travel - 10/9	11-5509-601-000	\$450.00	\$450.00
133698	Ryan S. Phillips	Softball Travel - 10/5	11-5509-601-000	\$400.00	\$400.00
133699	Ryan S. Phillips	Softball Travel - 10/1	11-5509-601-000	\$450.00	\$450.00
133700	Prairie Mission Retirement Village	Memorial for Corky Beachner	11-6102-709-000	\$50.00	\$50.00
133701	Shawnee Mission East PTA	College Clinic Registration	11-5302-681-000	\$155.00	\$155.00
133702	Cheryl Smith	Reimburse - CNE Renewal	11-4200-630-022	\$350.00	\$350.00
133704	Veritiv	Paper	11-6503-705-000	\$1,527.42	\$1,527.42
133705	Verizon Wireless	Admissions iPads	11-5302-701-000	\$49.78	
		J Burzinski Phone Charges	11-6401-701-000	\$392.60	
		Blue Emergency Towers	11-6501-631-000	\$79.25	
		Custodians Phone Charges	11-7102-649-000	\$171.88	\$693.51
133706	Jeffrey Michael Vesta	Reimburse Food - Move-In Day	11-5505-601-000	\$225.26	
		Reimburse Food - Move-In Day	11-5505-601-000	\$19.63	
		Wrestling Room Equipment	11-5505-701-000	\$140.86	\$385.75
133707	Wichita Public Schools	Registration - T Allen	11-5302-681-000	\$150.00	\$150.00
				<u>\$115,267.70</u>	

Checks approved for release prior to Board action

11-General Fund	\$35,628.42
12-Postsecondary Technical Education Fund	\$1,117.93
16-Auxillary Ent Fund	\$904.50
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$77,616.85
	<u>\$115,267.70</u>

*Mark Watkins*  
President

*Leanne DeChard*  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/9/2022		Description	Account Number	Amount	Total
133708	A Book Company			SSS Book Charge	11-4203-701-000	\$82.77	
				Employee Book Charges	11-6501-590-001	\$207.34	
				FA Book Charges	16-0000-131-002	\$24,217.76	\$24,507.87
133709	A T and T			Internet	11-6401-631-000	\$4,093.45	\$4,093.45
133711	City of Parsons			Water Service	11-7102-632-000	\$2,572.62	
				Water Service - WTC	12-4204-632-000	\$139.05	
				Water Service - Union	16-9482-632-000	\$309.25	\$3,020.92
133712	Commerce Bank			Rental Vans	11-6502-720-000	\$1,000.00	
				Rental Vans	11-6502-720-000	\$1,000.00	\$2,000.00
133713	Evergy Kansas Central INC			Electricity - Cherokee Center	11-7103-634-000	\$1,369.13	\$1,369.13
133714	FedEx Express			Package Shipping	11-5303-701-000	\$7.70	\$7.70
133715	Brandy Marie Habiger			Landscaping	11-7102-550-000	\$200.00	\$200.00
133716	Brittany Haley			Reimburse - KAHPERD Membership	11-5507-601-000	\$160.00	\$160.00
133717	Ross Harper			Reimburse Flight - NCWE Conf. Portl:	12-1246-630-000	\$496.96	\$496.96
133718	Kansas Gas Service			Gas Service - Cherokee Center	11-7103-633-000	\$38.51	\$38.51
133719	Melissa Kipp			Reimburse Supplies	12-1203-700-000	\$41.24	\$41.24
133720	Rural Water District #5			Water Usage - Cherokee Center	11-7103-632-000	\$20.45	\$20.45
133721	Sparklight			Cable Service	11-6501-631-000	\$192.10	\$192.10

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/9/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133722	Workhere, LLC	Setup Cost & Annual Subscription	11-6401-701-000	\$11,951.00	\$11,951.00

11-General Fund	\$22,895.07
12-Postsecondary Technical Education Fund	\$677.25
16-Auxillary Ent Fund	\$24,527.01
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$48,099.33</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Kearna Stoherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/16/2022		Total
			Account Number	Amount	
133723	Tyler S Allen	Reimburse Mileage - Recruiting 9/7-9/11-5302-601-000	11-5302-601-000	\$365.00	\$365.00
133725	Janice S Every	Reimburse Mileage - Pitt for KPERS	11-6504-630-000	\$46.88	\$46.88
133726	Lindi D Forbes	Reimburse Supplies for Games	11-6301-709-000	\$19.12	\$19.12
133728	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
		Fall Landscaping Decorations	11-7102-649-000	\$200.00	\$400.00
133729	Ross Harper	Reimburse Mileage - KCCLI & Oriente	12-4204-601-000	\$251.25	\$251.25
		Reimburse Meal - KCCLI	12-4204-605-000	\$15.29	\$266.54
133730	Jason Hinson	Men's BB Travel - 10/2	11-5508-601-000	\$400.00	\$400.00
133732	Human Anatomy & Physiology Society	Annual Membership	11-4200-630-020	\$110.00	\$110.00
133733	KACRAO	Conference Reg - C Coronado	11-5302-681-000	\$175.00	\$175.00
133734	Kansas Department of Revenue	Bookstore Sales Tax - Aug	16-0000-216-001	\$200.84	\$200.84
		Food Service Sales Tax - Aug	16-0000-216-002	\$338.22	\$539.06
133735	Kansas Gas Service	Gas Service	11-7102-633-000	\$330.12	\$330.12
		Gas Service - WTC	12-4204-633-000	\$74.47	\$74.47
		Gas Service - Union	16-9482-633-000	\$99.13	\$99.13
133736	KCADNE	KCADNE Registrations-Nursing	12-1246-630-000	\$800.00	\$800.00
133737	Labette Health Foundation	Sapphire Sponsorship - 2022 Gala	11-6301-709-000	\$1,500.00	\$1,500.00
133739	National Council for Workforce Educati	Conference Reg. - Ross Harper	12-1246-630-000	\$745.00	\$745.00
133740	Davis Neely	Mid-America Showcase - Lawrence	11-5503-601-000	\$140.00	\$140.00
133741	Davis Neely	2022 JUCO Showcase - Texas	11-5503-601-000	\$150.00	\$150.00
133743	Southeast High School	Yearbook Ad	11-6301-613-000	\$100.00	\$100.00
133744	Topeka Public Schools	TCALC Reg - C Coronado	11-5302-681-000	\$50.00	\$50.00
133745	Touchtone Communications	Long Distance	11-6501-631-000	\$69.50	\$69.50
		Long Distance - Cherokee Center	11-7103-631-000	\$25.71	\$95.21
133746	Veritiv	Fuel Charge	11-6503-705-000	\$21.30	\$21.30

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/16/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133723	Tyler S Allen	Reimburse Mileage - Recruiting 9/7-9/	11-5302-601-000	\$365.00	\$365.00
133725	Janice S Every	Reimburse Mileage - Pitt for KPERS	11-6504-630-000	\$46.88	\$46.88
133726	Lindi D Forbes	Reimburse Supplies for Games	11-6301-709-000	\$19.12	\$19.12
133728	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	
		Fall Landscaping Decorations	11-7102-649-000	\$200.00	\$400.00
133729	Ross Harper	Reimburse Mileage - KCCLI & Oriente	12-4204-601-000	\$251.25	
		Reimburse Meal - KCCLI	12-4204-605-000	\$15.29	\$266.54
133730	Jason Hinson	Men's BB Travel - 10/2	11-5508-601-000	\$400.00	\$400.00
133732	Human Anatomy & Physiology Society	Annual Membership	11-4200-630-020	\$110.00	\$110.00
133733	KACRAO	Conference Reg - C Coronado	11-5302-681-000	\$175.00	\$175.00
133734	Kansas Department of Revenue	Bookstore Sales Tax - Aug	16-0000-216-001	\$200.84	
		Food Service Sales Tax - Aug	16-0000-216-002	\$338.22	\$539.06
133735	Kansas Gas Service	Gas Service	11-7102-633-000	\$330.12	
		Gas Service - WTC	12-4204-633-000	\$74.47	
		Gas Service - Union	16-9482-633-000	\$99.13	\$503.72
133736	KCADNE	KCADNE Registrations-Nursing	12-1246-630-000	\$800.00	\$800.00
133737	Labette Health Foundation	Sapphire Sponsorship - 2022 Gala	11-6301-709-000	\$1,500.00	\$1,500.00
133739	National Council for Workforce Educat	Conference Reg. - Ross Harper	12-1246-630-000	\$745.00	\$745.00
133740	Davis Neely	Mid-America Showcase - Lawrence	11-5503-601-000	\$140.00	\$140.00
133741	Davis Neely	2022 JUCO Showcase - Texas	11-5503-601-000	\$150.00	\$150.00
133743	Southeast High School	Yearbook Ad	11-6301-613-000	\$100.00	\$100.00
133744	Topeka Public Schools	TCALC Reg - C Coronado	11-5302-681-000	\$50.00	\$50.00
133745	Touchtone Communications	Long Distance	11-6501-631-000	\$69.50	
		Long Distance - Cherokee Center	11-7103-631-000	\$25.71	\$95.21
133746	Vertiv	Fuel Charge	11-6503-705-000	\$21.30	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/22/2022		Description	Account Number	Amount	Total
133749	A T and T			Phone Service	11-6501-631-000	\$3,564.08	
				Phone Service	11-6501-631-000	\$103.72	\$3,667.80
133750	A T and T			Internet	11-6401-631-000	\$2,044.35	\$2,044.35
133751	Amazon.com LLC			Items for Monthly Meetings	11-4208-701-000	\$8.98	
				Items for Monthly Meetings	11-4208-701-000	\$187.05	
				Rolling Case for Recruiting	11-5302-701-000	\$108.97	
				Cups, Curtains, & Poster Frames	11-5304-701-000	\$90.87	
				BUFFALO LinkStation 720 16TB	11-6401-646-002	\$1,079.98	
				GearIT Cat 6 Ethernet Cables	11-6401-701-000	\$672.82	
				Replacement Filters	11-7102-649-000	\$581.88	
				Nursing Textbooks	12-1208-700-000	\$98.96	
				Nursing Textbooks	12-1208-700-000	(\$98.96)	
				TV Wall Mounts & HDMI Cables	67-9900-850-000	\$279.88	\$3,010.43
133752	Capital One			Recruiting Bag Materials	11-5302-701-000	\$24.72	
				Locker Room Supplies	11-5508-701-000	\$280.45	
				Locker Room Supplies	11-5508-701-000	\$4.97	
				Groundskeeping Supplies	11-7102-649-000	\$52.90	
				Groundskeeping Supplies	11-7102-649-000	\$46.00	
				Nursing Supplies	12-1208-700-000	\$15.88	
				Nursing Supplies	12-1208-700-000	\$139.56	
				Simulation Supplies	12-1208-700-001	\$126.09	
				Simulation Center Supplies	12-1208-700-001	\$120.26	
				Food	16-9684-743-000	\$86.52	
				Food	16-9684-743-000	\$67.85	
				food	16-9684-743-000	\$63.94	



**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/22/2022		Total
			Account Number	Amount	
133752	Capital One	Food	16-9684-743-000	\$42.82	
		Food	16-9684-743-000	\$25.23	
		Food	16-9684-743-000	\$220.53	
		Food	16-9684-743-000	\$134.27	
		Food	16-9684-743-000	\$77.43	
		Food	16-9684-743-000	\$150.84	
		Food	16-9684-743-000	\$68.01	
		Food	16-9684-743-000	\$42.55	
		Food	16-9684-743-000	\$93.73	
		Food	16-9684-743-000	\$138.19	
		Food	16-9684-743-000	\$71.83	
		Food	16-9684-743-000	\$194.30	\$2,288.87
133753	FedEx Express	Returned Undeliverable - 8/15	11-6503-611-000	\$8.04	\$8.04
133754	First Dakota Indemnity Company	Workman's Comp	11-6501-590-001	\$1,134.00	\$1,134.00
133755	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
133756	Healthfirst	Emergency Med Kit - Dental	11-4201-701-000	\$153.85	\$153.85
133757	Jason Hinson	Reimburse Mileage - Arkansas 9/17	11-5508-603-000	\$133.75	
		Reimburse Mileage - Texas 9/10	11-5508-603-000	\$421.25	\$555.00
133758	Kansas Society of Radiologic Technolo	KSRT Student Membership Fees	12-1210-700-000	\$675.00	\$675.00
133761	Labster, Inc	BIOL 120 Vouchers - Spring 22	11-1102-740-000	\$140.00	
		BIOL 120 Vouchers - Spring 22	11-1102-740-000	\$210.00	
		BIOL 120 Vouchers - Spring 22	11-1102-740-000	\$140.00	\$490.00
133764	Haley Renee Miller	Volleyball Travel - 9/22	11-5504-601-000	\$350.00	\$350.00
133765	Haley Renee Miller	Volleyball Travel - 9/26	11-5504-601-000	\$350.00	\$350.00
133766	Haley Renee Miller	Volleyball Travel - 9/28	11-5504-601-000	\$350.00	\$350.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/22/2022		Amount	Total
			Account Number			
133767	Ashley Moore	Reimburse Mileage - Clinicals (6)	12-1210-602-000		\$446.25	\$446.25
133768	N J C A A Region VI	Region VI Membership Dues for 2022	11-5506-681-000		\$1,855.00	\$1,855.00
133769	Patterson Dental Supply, Inc	Sterilizer PM Kit - Dental	11-4201-701-000		\$129.82	\$129.82
133770	Philadelphia Indemnity Insurance Com	Athletic Insurance	11-5506-625-000		\$7,361.00	\$7,361.00
133771	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000		\$2,028.26	\$2,028.26
133772	Jeffrey Michael Vesta	Reimburse - Spikeball	11-5505-701-000		\$131.10	\$131.10
133774	Kara L Wheeler	Reimburse Mileage - Labette County	11-4209-601-000		\$14.63	
		Reimburse Mileage - Oswego HS	11-4209-601-000		\$24.63	\$39.26
					<u>\$27,268.03</u>	

11-General Fund	\$23,987.07
12-Postsecondary Technical Education Fund	\$1,523.04
16-Auxiliary Ent Fund	\$1,478.04
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$279.88
	<u>\$27,268.03</u>

Checks approved for release prior to Board action

Mark Watkins  
President

Sharon Doherty  
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/29/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133817	Card Services	Groundskeeping Supplies	11-7102-649-000	\$142.21	
		Groundskeeping Supplies	11-7102-649-000	\$41.98	\$184.19
133818	Cardmember Service	Amazon Prime Membership	11-0100-484-000	\$179.00	
		Art Supplies - Clay	11-1101-700-000	\$873.00	
		Flight - New York Whitney Biennial	11-4200-630-002	\$386.40	
		Admission to Whitney Biennial	11-4200-630-002	\$50.00	
		Refund - Whitney Biennial Tickets	11-4200-630-002	(\$50.00)	
		ADA Conference - K Barger	11-4201-601-000	\$100.00	
		Microsoft Excel Class - Ed2Go	11-4201-601-000	\$129.00	
		Strive Scan College Fair Credits	11-5302-681-000	\$120.00	
		Student Ambassador Training Lunch	11-5302-711-000	\$115.04	
		Advising Supplies from NACADA	11-5304-701-000	\$111.00	
		Holiday Inn Express - SE Tourney NE	11-5504-601-000	\$1,889.76	
		All-American Jamboree Reg.	11-5508-601-000	\$195.00	
		Basketball Board - Coaching	11-5508-701-000	\$80.48	
		Plant - Mark Harper's Service	11-6102-709-000	\$60.00	
		Lunch for IT - August 17	11-6201-701-000	\$73.56	
		Camtasia Renewal	11-6401-701-000	\$239.05	
		SSL Certificate Renewal	11-6401-701-000	\$231.83	
		Livestream Renewal - Athletics	11-6401-701-000	\$96.55	
		TCL TV Athletics	11-6402-850-000	\$1,456.00	
		OnStar for LCC Vehicles	11-6502-720-000	\$269.48	
		FCC License Renewal	11-7102-649-000	\$110.00	
		Liability Insurance - Nursing	12-1208-700-002	\$1,029.12	
		Liability Insurance - Radiography	12-1210-700-000	\$412.93	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	9/29/2022		Description	Account Number	Amount	Total
133818	Cardmember Service			Liability Insurance - Respiratory	12-1211-700-000	\$221.23	
				Liability Insurance - Sonography	12-1214-700-000	\$262.31	
				Hampton Inn - KCCLI R Harper	12-4204-605-000	\$107.66	
				Liability Insurance - Emergency Medic	12-4204-701-000	\$330.77	
				Liability Insurance - CMA & CNA	12-4204-701-000	\$2,466.87	
				Liability Insurance - Phlebotomy	12-4204-701-000	\$330.77	
				OSHA Vouchers Construction	12-4204-701-001	\$384.00	
				OSHA Vouchers	12-4204-701-001	\$1,440.00	
				OSHA Voucher	12-4204-701-001	\$128.00	
				KDADS CMA Fee	12-4204-701-002	\$123.00	
				AED and Pads	12-4204-701-002	\$257.84	
				Athletic Equipment for Complex	67-9900-850-000	\$5,463.22	\$19,672.87
133819	Colin H Coronado			Reimburse Mileage - Recruiting (4)	11-5302-601-000	\$259.38	
				Reimburse Mileage - Recruiting ((3)	11-5302-601-000	\$170.00	\$429.38
133820	Cox Communications			Internet - Cherokee Center	11-6401-631-000	\$188.16	
				Cable - Cherokee Center	11-7103-701-000	\$115.86	\$304.02
133821	Cynthia Dyson			Reimburse Supplies - SL Takeover	11-5303-706-001	\$10.52	\$10.52
133822	Evergy Kansas Central INC			Electricity - Athletic Expansion	11-7102-634-000	\$13,974.07	
				Electricity - 1230 Main	11-7102-634-000	\$491.69	\$14,465.76
133824	GFL Environmental			Trash Removal - Cherokee Center	11-7103-649-000	\$291.24	\$291.24
133825	Brandy Marie Habiger			Landscaping	11-7102-550-000	\$200.00	\$200.00
133826	Ross Harper			Reimburse Mileage - WTC & Cherokee	12-4204-601-000	\$46.25	\$46.25
133827	Kansas Gas Service			Gas Service - 1306 Main	11-7102-633-000	\$32.38	
				Gas Service - 1230 Main	11-7102-633-000	\$36.98	
				Gas Service - Broadway Ave	11-7102-633-000	\$132.60	\$201.96

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/29/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133829	Labette County	Hep B - Art Valdez	11-6201-701-000	\$55.00	\$55.00
133832	Renfro, Joy	Scorebook for Volleyball	11-5506-576-000	\$50.00	\$50.00
133833	Mitchell A Rolls	Women's BB Travel - 12/2/2022	11-5503-601-000	\$600.00	\$600.00
133834	Mitchell A Rolls	Women's BB Travel - 11/22/2022	11-5503-601-000	\$600.00	\$600.00
133835	Mitchell A Rolls	Women's BB Travel - 11/2022	11-5503-601-000	\$1,000.00	\$1,000.00
133836	Mitchell A Rolls	Women's BB Travel - 11/12/2022	11-5503-601-000	\$1,000.00	\$1,000.00
133837	Mitchell A Rolls	Women's BB Travel - 11/4/2022	11-5503-601-000	\$600.00	\$600.00
133838	Mitchell A Rolls	Women's BB Travel - 10/15/2022	11-5503-601-000	\$600.00	\$600.00
133839	Mitchell A Rolls	Women's BB Travel - 10/8/2022	11-5503-601-000	\$1,000.00	\$1,000.00
133840	Mitchell A Rolls	Women's BB Travel - 10/2/2022	11-5503-601-000	\$600.00	\$600.00
133841	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$1,996.00	\$1,996.00
		Housing/	11-0000-201-001	\$1,996.00	\$1,996.00
		Housing/	11-0000-201-001	\$1,203.18	\$1,203.18
		Housing/	11-0000-201-001	\$1,996.00	\$1,996.00
		Housing/	11-0000-201-001	\$579.00	\$579.00
		Housing/	11-0000-201-001	\$1,497.00	\$1,497.00
		Housing/	11-0000-201-001	\$1,497.00	\$1,497.00
		Housing/	11-0000-201-001	\$1,035.00	\$1,035.00
		Housing/	11-0000-201-001	\$643.73	\$643.73
		Housing/	11-0000-201-001	\$1,960.00	\$1,960.00
		Housing/	11-0000-201-001	\$1,652.31	\$1,652.31
		Housing/	11-0000-201-001	\$1,996.00	\$1,996.00
		Housing/	11-0000-201-001	\$1,996.00	\$1,996.00
		Housing/	11-0000-201-001	\$1,899.91	\$1,899.91
		Housing/	11-0000-201-001	\$1,497.00	\$1,497.00

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

9/29/2022

Check Number	Vendor	Description	Account Number	Amount	Total
133841	The Villas at LCC, LLC	Housing/	11-0000-201-001	\$1,837.00	
		Housing/	11-0000-201-001	\$80.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,991.15	
		Housing/	11-0000-201-001	\$45.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,996.00	
		Housing/	11-0000-201-001	\$1,996.00	
		Housing/	11-0000-201-001	\$1,996.00	
		Housing/	11-0000-201-001	\$845.38	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,420.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$336.00	
		Housing/	11-0000-201-001	\$700.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$1,558.04	
		Housing/	11-0000-201-001	\$1,497.00	
		Housing/	11-0000-201-001	\$130.39	
		Housing/	11-0000-201-001	\$1,062.00	
		Housing/	11-0000-201-001	\$1,960.00	
		Housing/	11-0000-201-001	\$1,960.00	

**LABETTE COMMUNITY COLLEGE  
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	9/29/2022	Account Number	Amount	Total
133841	The Villas at LCC, LLC	Housing/		11-0000-201-001	\$998.00	
		Housing/		11-0000-201-001	\$1,996.00	
		Housing/		11-0000-201-001	\$1,497.00	
		Housing/		11-0000-201-001	\$1,995.00	
		Housing/		11-0000-201-001	\$1,002.55	
		Housing/		11-0000-201-001	\$1,996.00	
		Housing/		11-0000-201-001	\$1,996.00	
		Housing/		11-0000-201-001	\$995.00	
		Housing/		11-0000-201-001	\$1,497.00	\$70,802.64
					<u>\$112,713.83</u>	

11-General Fund	\$99,709.86
12-Postsecondary Technical Education Fund	\$7,540.75
16-Auxillary Ent Fund	\$0.00
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$5,463.22
	<u>\$112,713.83</u>

Checks approved for release prior to Board action

  
 President

  
 Vice President of Finance & Operations