

Lafayette Community College
Board of Trustees Meeting Agenda
Thursday, June 8, 2023
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda..... (Exhibit 1)
- II. Approval of May 4, 2023, 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. Facilities Report – Kevin Doherty, Facilities Director
 - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Policy Review.....(Exhibit 3/4)
 - B. Professional Staff Employment Letters..... (Exhibit 5/6/7/8/9)
 - C. Insurance Renewal..... (Exhibit 10)
 - D. Program Review..... (Exhibit 11)
 - E. Approval of Bills.....(Exhibit 12)
 - F. New Learning Management System Purchase.....
- VI. Executive Session for the purpose of matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
- VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to 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.

VIII. Next Regular Board Meeting: Thursday, July 13, 2023, 5:30 p.m., Cardinal Event Center

IX. Adjournment

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 4, 2023

The Board of Trustees met at 5:30 p.m. on Thursday, May 4, 2023, at the Cardinal Event Center.

Members Present

Becky Dantic
Rod Landrum
Carl Hoskins
Mike Howerter
Montie Taylor

Members Absent

David Winchell

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Tammy Fuentez
Dr. Kara Wheeler	Theresa Hundley	Haley Walker	Lindi Forbes
Janice Reese	Aaron Keal	Haley Farran	Jesus Medina
Abigail Wilson	Ken Elliott	Randee Baty	Bob Perez
DeAnna Huffman	Brooklyn Tinker	Abigail Vincent	Heidi Schaaf

Heidi Flora recorded the minutes.

Adoption of REVISED Agenda (ACTION ITEM)

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

Approval of Regular Meeting Minutes (ACTION ITEM)

Vice-Chair Dantic asked for corrections or additions to the April 13, 2023, regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Hoskins seconded the motion and the motion carried 5-0.

Reports and/or Board Discussion

Faculty Senate Report:

None

Student Government Report:

Harrison Hall, Student Life Specialist, gave a brief report about upcoming SGA events.

Administrative Report:

Comparison of Expenditures to Budget – The April financial report was placed on the tables. At the end of April, we were 83% through the year. The general fund was 77% expended and the technical education/vocational fund was 65% expended. Leanna invited questions from the Trustees.

Budget Assumptions – Vice-President Doherty provided print-outs and went over the 2023-2024 Budget Assumptions. She invited questions from the Trustees.

Facility Report:

Vice-President Doherty, gave a brief facility report which included new handrails at the Athletic Complex and the current roofing project.

President's Report:

Dr. Sharp provided an explanation of the new Learning Management System Purchase that will be included in the June Board agenda.

Vice-President Fuentez introduced PTK members and reported on the recent competitions they have attended and their accomplishments.

Dr. Watkins discussed the upcoming commencement exercises. He gave a reminder about the June 1 registration deadline for Board reelection. And, discussed results of the most recent Happy Survey.

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

Trustee Landrum moved to approve the revised Policy 3.28 Library Users Confidentiality of Personally Identifiable Information, and the new Policy 4.10 Comment, Compliments and Complaints. Trustee Hoskins seconded the motion and the motion carried 5-0.

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

Trustee Landrum moved to approve the Program Reviews for Sociology, Social Work, and Psychology. Trustee Hoskins seconded the motion and the motion carried 5-0.

Faculty Resignation

Dr. Watkins informed the Trustees about the resignation of Alan Pommier, Math Instructor, effective August 11, 2023.

Approval of Bills

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

Executive Session

Trustee Landrum moved to recess into executive session at 6:30 p.m. for 10 minutes for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency. To protect the institution's right to the confidentiality of its negotiating position and the public interest. Trustee Hoskins seconded the motion and the motion carried 5-0.

The following were invited to participate in the executive session: Dr. Mark Watkins, Dr. Jason Sharp, Leanna Doherty, and Haley Walker.

The Board returned to the open meeting at 6:40 p.m.

Agenda Item #: V.A.

Date: June 8, 2023

SUBJECT

Review 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 revised the following policy(s) for review:

Policy 7.01 -Administrators and Professional Staff: Conditions of Employment

Policy 8.01 -Educational Support Staff: Conditions of Employment

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees review the revised Policy 7.01 - Administrators and Professional Staff: Conditions of Employment; and, Policy 8.01 -Educational Support Staff: Conditions of Employment.

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POLICY 7.01

ADMINISTRATORS AND PROFESSIONAL STAFF: CONDITIONS OF
EMPLOYMENT

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,

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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

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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

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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 25th percentile of the director salary range moving to a coordinator salary range position would be placed approximately at the 25th 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-six (36) hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:50 pm must be staffed for public access.~~

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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. Non-exempt professional staff will be offered overtime or compensatory time under the terms of Procedure 8.05 Wage and Salary - Compensatory Time.

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Deleted: 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

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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.

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

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 non-operational day, 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.

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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.

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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.

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.

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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 10.17 Return to Work Program,

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P. Holidays

The following holidays will be observed annually:

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

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Additional holidays may be observed during the holiday recess or at other times as announced by the president. See Policy 7.06 Administrators and Professional Staff Holidays.

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Q. Vacation & Personal Leave

Vacation leave is accrued at 7.5 hours a month for Administrators and Professional Staff hired to work 12 months per year at full-time status. For full-time in the fifth year of employment, vacation shall accrue at the rate of 12.53 hours per month based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours per month. For one-half time, vacation will accrue at 4.00 hours per month. Initial Employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for vacation leave credit. Except for emergency leave and

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termination, new employees are not authorized to take vacation leave until a six (6) month period of employment has elapsed. See Policy 7.07 Administrators and Professional Staff Vacation.

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 thirty (30) personal hours per fiscal year that may be used in the same manner as a vacation. These hours will not accrue.

Vacation leave may be accumulated to a maximum of 225 hours. At the termination of employment, the employee will be compensated at their current rate of pay for earned but unused vacation or personal leave. Vacation leave or personal leave 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, preferably at least thirty (30) days ahead.

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 of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours monthly. For three-quarters time, sick leave will accrue at the rate of 5.62 hours monthly. For one-half time, sick leave will accrue at the rate of 4.00 hours monthly. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for sick 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 75 hours of sick leave per fiscal year.

Employees who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. If fewer than 225 hours are accrued, accumulating factors go back into place until 225 hours are accrued. In no case shall an employee be allowed to accrue more than 675 hours of sick leave. If an employee elects to contribute hours to the sick leave bank, their sick leave hours will be decreased by that number of hours, up to a maximum of 36 hours 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

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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).

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

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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 Administrators and Professional Staff Sick Leave and Policy 7.09 Sick Leave Bank.

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Employees may have the right to additional unpaid leave through the Family and Medical Leave Act. See Policy 7.08 Family and Medical Leave Act (FMLA) Compliance.

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 and experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave ~~time would be allowed to apply to the Sick Leave Bank.~~ 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 ~~hours~~ according to procedures approved by the president. See Procedure 7.09 Sick Leave Bank.

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T. Military Leave

The College will comply with all military leave laws.

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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 ~~all fees.~~

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associated with workshops and seminars. See Procedure 7.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

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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 cancer insurance.

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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 Counseling and Procedure 2.16 Performance Improvement Counseling.

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Y. Grievance

Introduction

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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.

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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.

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

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Revised: 3/9/17, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022

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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 Procedure 8.12 Wage and Salary – Shift Differential.

Deleted: (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.

All full-time employees and part-time employees who work twenty (20) hours per week or more are entitled to receive all fringe benefits provided by the College.

Deleted: Full-time hours per week employees are those persons who work 39 consecutive weeks or more with a minimum of 20.

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

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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 25th percentile of that salary range moving to an OPSS II salary range position would be placed approximately at the 25th 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-six (36) hours per week with working times approved by the supervisor. The operating hours of Monday through Thursday, 8:00 am to 4:30 pm must be staffed for public access.

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Deleted: 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

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.

Deleted: 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.¶

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 non-operational day, paychecks will be distributed on the

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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

Non-exempt educational support staff will be offered overtime or compensatory time under the terms of Procedure 8.05 Wage and Salary – Compensatory Time.

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

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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. ¶

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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.

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.

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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 10.17 Return to Work Program.)

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M. Holidays

The following holidays will be observed annually:

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

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Additional holidays may be observed during the holiday recess or at other times as announced by the President. See Policy 8.06 Educational Support Staff Holidays.

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N. Vacation & Personal Leave

Vacation leave is accrued at 7.5 hours a month for Educational Support Staff hired to work 12 months per year. For full-time in the fifth year of employment, vacation shall accrue at the rate of 12.53 hours per month based upon the anniversary date of employment. For three-quarter time, vacation will accrue at 5.62 hours per month. For one-half time, vacation will accrue at 4.00 hours per month. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for vacation leave credit. 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.

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Deleted: 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

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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 thirty (30) personal hours per fiscal or grant year that may be used in the same manner as a vacation. These hours will not accrue.

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Vacation leave may be accumulated to a maximum of 225 days. At the termination of employment, the employee will be compensated, at their current rate of pay, for earned but unused vacation and personal leave. Vacation leave or personal 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, preferably at least thirty (30) days ahead.

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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 of sick leave credit for each month of employment. For full-time, sick leave shall accrue at the rate of 7.5 hours monthly. For three-quarter time, sick leave will accrue at the rate of 5.62 hours monthly. For one-half

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time, sick leave will accrue at the rate of 4.00 hours monthly. Initial employment subsequent to the fifteenth (15th) of any month shall not be considered a month of employment for sick leave credit.

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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 74 hours of sick leave per fiscal or grant year as appropriate.

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~~Employees who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. If fewer than 225 hours are accrued, accumulating factors go back into place until 225 hours are accrued. In no case shall an employee be allowed to accrue more than 675 hours of sick leave. If an employee elects to contribute hours to the sick leave bank, their sick leave hours will be decreased by that number of hours, up to a maximum of 36 hours per contribution period.~~

Deleted: At the end of any fiscal year in which 30 days have been accumulated, all accumulating factors are eliminated and 90 days of 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 working days or more.

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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).

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Additionally, within the 15-day limitation, accumulated sick leave can be taken for the care of, or death of, brother, sister, grandchildren, ~~grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother-in-law, or grandfather-in-law~~ 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.

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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 and experiences a catastrophic injury or illness at a time when the employee has exhausted their sick leave time will be allowed to apply to the Sick Leave Bank. 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 hours according to procedures approved by the President. See Procedure 8.09 Educational Support Staff Sick Leave Bank.

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Q. Military Leave

The College will comply with all military leave laws.

R. Educational Benefits

Lafayette 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 all fees associated with workshops and seminars. See Procedure 8.11 Taking Courses During Scheduled Work Hours and Procedure 10.15 Employee Book Loan Program.

Deleted: tuition and material fees for noncredit courses, seminars, and workshops

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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 cancer insurance.

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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%

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8	70%
9	85%
10	100%

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Staff who have been employed at LCC for 10 years or more may elect to use this match in the 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 Counseling and Procedure 2.16 Performance Improvement Counseling.

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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.

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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

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1. The term "employee" shall include full-time administrators and professional staff, and educational support 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

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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, 7/20/17, 7/12/18, 9/12/19, 5/5/2020, 10/20/2022

SUBJECT

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

Kaylena Anderson has accepted the position of Head Women's Basketball Coach
Angela Baker has accepted the position of DMS Clinical Coordinator & Instructor
Aja Johnson has accepted the position of Digital Media and Public Relations Specialist.
Shelly Shaw has accepted the position of Student Support Services Academic Advisor
Jeremy Stover has accepted the position of Academic Advisor

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letters for Kaylena Anderson, Head Women's Basketball Coach to begin May 30, 2023, at a salary of \$40,500; Angela Baker, DMS Clinical Coordinator & Instructor to begin July 17, 2023, at a salary of \$58,000; Aja Johnson, Digital Media and Public Relations Specialist to begin May 22, 2023 at a salary of \$32,000; Shelly Shaw, Student Support Services Academic Advisor to begin June 5, 2023 at a salary of \$40,000; and, Jeremy Stover, Academic Advisor to begin June 20, 2023, at a salary of \$31,500.

Biography

Kaylena Andersen

Kaylena Andersen has accepted the Head Women's Basketball Coach position. She will begin her duties at LCC on May 30th, 2023.

Kaylena joins LCC with prior experience as Head Women's Basketball Coach for Fort Scott Community College and approximately 7 years of Assistant Women's Basketball coaching.

She earned her Bachelors of Science in Organizational Management from John Brown University.

POSITION DESCRIPTION

HEAD WOMEN'S BASKETBALL COACH

Reports to: Director of Athletics

Organizational Unit: Professional Staff

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

Revision Date: June 2020

I. Basic Purpose of Position

The Women's Basketball Coach is charged with the recruitment, supervision, and placement of students who are skilled in the areas of competitive amateur basketball at the college level. As an integral part of a well-rounded program, the sport requires that the coach cover areas of support to the women's basketball students on and off the court. The coach acts as a liaison between student athletes, the community and the school.

II. Essential Job Functions

Recruitment and Retention Related

- A. Ability to recruit potential student athletes
- B. Ability to promote the program at high schools, in the community, and to other sources of potential student athletes through media (printed, audio, video)
- C. Ability to hold camps for recruiting and publicity purposes
- D. Ability to promote program to increase attendance at events to support student athletes
- E. Ability to evaluate student athletes
- F. Ability to communicate recruit signing as appropriate, in collaboration with Public Relations
- G. Ability to educate and counsel athletes
- H. Ability to evaluate academic ability of student athlete as well as supervise academic stability

General

- A. Ability to place student athletes at the four year level
- B. Ability to schedule facilities for practices and games
- C. Ability to build a season and pre-season schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for program
- E. Ability to order equipment and uniforms
- F. Ability to schedule transportation and required funds with Business Office
- G. Ability to prepare annual operating budget
- H. Ability to evaluate all aspects of program
- I. Ability to set up and supervise home events
- J. Ability to report to Athletic Director on upcoming games and events
- K. Ability to provide data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
- L. Ability to attend annual media days and provide correspond with the media
- M. Ability to recognize and evaluate athletic injuries in collaboration with the Athletic Trainer

- N. Ability to coordinate supplemental jobs for student athletes
- O. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- P. Ability to follow all LCC policy and procedures
- Q. Ability to perform other duties as assigned
- R. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Consults with advisors on athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with Director of Public Relations regarding all media items related to program
- D. Consults with the Business Office and other college personnel
- E. Consults with other college coaches to schedule events
- F. Consults with other coaches to participate in and sponsor workshops, camps, and clinics in county and community, as well as state and nationwide

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of basketball
- B. The ability to establish rapport with media and all College personnel
- C. Knowledge of requirements for eligibility
- D. Good organizational skills with attention to details
- E. Good oral and written communication skills

VI. Preferred Experience

Three years college basketball coaching experience

VII. Educational Background

Bachelor's degree required; Master's preferred

VIII. Working Conditions/Environment

- A. Must possess physical ability to validate skills
- B. Evening and weekend work required
- C. Occasional overnight travel required
- D. Must maintain valid driver's license

Biography

Angela Baker

Angela Baker has accepted the Diagnostic Medical Sonography Clinical Coordinator and Instructor position. She will begin her duties at LCC on July 17, 2023.

Angela joins LCC with 19 years in the field of Radiography. She earned her Associates of Applied Science in Radiography from LCC, and a Bachelors in General Studies from PSU. Her certifications include RT(R)(M), RDMS, RVT.

POSITION DESCRIPTION

CLINICAL COORDINATOR/INSTRUCTOR OF DIAGNOSTIC MEDICAL (DMS) SONOGRAPHY PROGRAM

Reports to: Director of Diagnostic Medical Sonography Program
Organizational Unit: Professional Staff
Salary Range — Allied Health Professional– Exempt – Full time
Revision Date: March 2023

I. Basic Purpose of Position

The Clinical Coordinator/Instructor holds a clinical appointment and has administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the academic program. This individual demonstrates competence in clinical education, teaching, and curriculum development. In addition, the Clinical Coordinator/Instructor primary responsibilities are to plan, coordinate, facilitate, administer, and monitor activities on behalf of the academic program and in coordination with academic and clinical faculty. These activities include but are not limited to the following:

II. Essential Job Functions

- A. Ability to assist the DMS Program Director throughout the CAAHEP/JRC accreditation process; establish and implement department goals; assist in hiring and development of new faculty.
- B. Ability to perform the duties and functions of a Diagnostic Medical Sonography Instructor up to a maximum of eight (8) credit hours in the fall semester, five (5) credit hours in the spring semester, and ten (10) credit hours in the summer semester for a maximum of 24 credit hours per college year.
- C. Ability to perform the duties and functions of a DMS Clinical Coordinator/Instructor. Ability to make phone calls, send emails, and/or video chat with sites. Cell phone bills will NOT be reimbursed for work usage.
- D. Ability for the students to contact the Coordinator/Instructor by phone or email within business hours.
- E. Ability to maintain program and student records, use of clinical software, evaluate clinical program, assist in evaluating educational program, students and any other duties necessary to provide for program effectiveness and to assure compliance with CAAHEP/JRC to continue program accreditation.
- F. Ability to work cooperatively with advisory committee, program director, and instructors to insure logical sequencing of the curriculum objectives through online didactic, and clinical components of the program.
- G. Ability to maintain current knowledge of legislative, regulatory, legal, and practice issues affecting clinical education, students, and the profession of the Diagnostic Medical Sonography. Ability to travel to meetings/conferences and other conferences or educational opportunities as directed by the Sonography Director.

- H. Ability to establish and facilitate collaborative partnerships for clinical education placements; develop, monitor, refine and document the clinical education component of the curriculum to facilitate quality learning experiences for students during clinical education. Ability to assure all clinical contracts are adequate to meet CAAHEP/JRC requirements and are up to date at all times.
- I. Ability to assure all necessary paperwork is current for each clinical site.
- J. Ability to maintain good working relationships with all employees, students, and clinical instructor.
- K. Ability to identify the need for and provide training for the clinical faculty.
- L. Ability to teach online didactic and clinical courses within the program as assigned by the Program Director and maintain accurate records/grade in a timely manner.
- M. Ability to evaluate students' performance, in cooperation with other faculty, to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum.
- N. Ability to assist in coordinating development, scheduling, evaluation and revision of curriculum.
- O. Ability to maximize available resources for the clinical education program.
- P. Ability to assist in the recruitment and selection process of students for the program.
- Q. Ability to assist in advising students and prospective students.
- R. Ability to assist program director in developing and administrating departmental budget.
- S. Ability to serve on institutional committees as assigned by the program director and Vice President of Academic Affairs.
- T. Ability to assist in developing departmental strategic, operational, and technology plans.
- U. Ability to participate in public relations activities and promote the program within the region.
- V. Ability to follow all LCC policy and procedure.
- W. Ability to perform other duties as assigned.
- X. Able to travel as needed and as requested by the program director.
- Y. Ability to maintain regular and timely attendance.

III. Consulting Tasks

- A. Consults with Program Director and clinical education centers on matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation.
- B. Communicates news and current information (e.g., curriculum, clinical education objectives, staffing changes and site availability) among all concerned stakeholders—the academic institution, clinical education sites, clinical faculty and students.
- C. Consults within institution regarding equipment and resource sharing.
- D. Consults with Student Affairs Staff on matters pertaining to enrollment, financial aid, graduation, records and student activities.

- E. Consults with institutional/administrative staff on matters pertaining to budget, affiliate contracts, and student accounts.
- F. Consults with Instructional Services Staff on matters pertaining to marketing, audio-visual equipment, computer equipment, library holdings, and learning resource center assistance.

IV. Required Experience, Education & Skills

- A. The Clinical Coordinator/Instructor must hold licensure and or certification as a Sonographer and maintain an active status.
- B. Candidate must demonstrate a minimum of two years' clinical experience in the DMS field.
- C. The Clinical Coordinator/Instructor must have two years of experience as a sonographer or CI in DMS, or a minimum of two years of experience in teaching, curriculum development and administration in a Diagnostic Medical Sonography program.
- D. Currency in contemporary DMS practice and knowledge of contemporary curricular content for the education of the Sonography Clinical Coordinator/Instructor.
- E. Good working knowledge of computer systems and software or possesses and the ability to learn these skills.
- F. Record of service on behalf of ultrasound education, the community, and/or the profession
- G. Good organizational skills with special attention to details.
- H. Good written and oral communication skills.
- I. Active membership in state and national professional organizations (including SDMS).
- J. Comprehensive knowledge of DMS program with maintenance of continuing professional development that benefits the program's development.
- K. Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Diagnostic Medical Sonography Programs.
- L. Able to work independently and coordinate work with colleagues and peers.
- M. Graduate of an accredited DMS program.
- N. Earned associate degree or higher in DMS.

V. Preferred Experience

- A. Prior teaching experiences in DMS academic program and/or administrative experience in clinical practice.
- B. Earned status as an DMS credentialed clinical Instructor and maintain active status.
- C. Experience in distance learning.

VI. Working Conditions/Environment

- A. Normal office, online classroom, and clinical settings.
- B. No office windows
- C. Periodic evening and weekend hours required.
- D. Travel may be required.

E. Potential health hazards include exposure to contagious disease including blood borne pathogens.

Biography

Aja Johnston

Aja Johnston has accepted the Digital Media and Public Relations Specialist position. She will begin her duties at LCC on May 22, 2023.

Aja joins LCC with 6 years of experience in digital media, event planning, graphic design and marketing with Tank Connection and Parsons High School. Aja earned an Associates in Applied Science; Graphic Design Technology from LCC.

POSITION DESCRIPTION

DIGITAL MEDIA/PUBLIC RELATIONS SPECIALIST

Reports to: Director of Public Relations
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Nonexempt, Full time
Revised Date: March 2023

I. Basic Purpose of Position

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

II. Essential Job Functions

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

III. Consulting Tasks

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

IV. Supervising the Following Staff

- A. Assist in supervision of College work study and/or scholarship student/ internship

V. Required Knowledge, Skills and Personal Qualifications

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

VII. Educational Background

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

VIII. Working Conditions/Environment

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

Biography

Shelly L. Shaw

Shelly Lynn Shaw has accepted the Student Support Services Academic Advisor position. She will begin her duties on June 5th, 2023.

Shelly is a current LCC employee in the Advising Center as an Academic Advisor Specialist.

She earned a Bachelor of Science in Secondary Education degree from Kansas State University and a Master of Science in Counseling/Psychology from the University of Kansas. In addition, she holds a Kansas State Board of Education license. Shelly has several years of experience as a school counselor in the Olathe Public School District. While serving as counselor, she worked with Johnston County Community College on financial aid, scholarships, career tech education and as a military liaison.

POSITION DESCRIPTION**STUDENT SUPPORT SERVICES ACADEMIC ADVISOR****(General Education Emphasis)****Reports to: Student Support Services Director****Organizational Unit: Professional Staff****Salary range: Coach/Coordinator/Counselor, Exempt, full time****Revision Date: March 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 policy 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 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

VIII. Working Conditions/Environment

Usual office environment

Biography

Jeremy Stover

Jeremy Stover has accepted the Academic Advisor position. He will begin his duties at LCC on June 20th, 2023.

Jeremy joins LCC with prior experience as a Program Coordinator for Parsons State Hospital & Training Center. He earned a Bachelor of Science in Education, Sports Management from Kansas University.

POSITION DESCRIPTION**ACADEMIC ADVISOR**

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

I. Basic Purpose of Position

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

II. Essential Job Functions

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

III. Consulting Tasks

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

F. Other college/university professionals with similar responsibilities

IV. Supervises the Following Staff

A. None

V. Required Knowledge, Skills and Personal Qualifications

A. Excellent verbal and written communication skills.

B. Familiar with computer software.

C. Ability to relate to traditional and nontraditional students.

D. Strong organizational abilities

E. Ability to provide leadership and direct work of others

F. Ability to work effectively with minimal supervision

G. Strong knowledge base in career and occupational information

VI. Preferred Experience

Academic advising experience with college students

VII. Educational Background

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

VIII. Working Conditions/Environment

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

B. No office windows

Agenda Item #: V.C.
Date: June 8, 2023

SUBJECT

Liability, Property, and Casualty Insurance and Worker's Compensation Insurance

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

The College's basic liability, property and casualty, and worker's compensation insurance package expires on July 1, 2023. Exhibit shows the renewal rates received from Wood Insurance for Risk Administrative Services for workers compensation and Philadelphia Insurance for the other insurance.

The athletic insurance will be reviewed in July and the cyber liability insurance renewal will be reviewed at a later date.

PRESIDENT'S RECOMMENDATION

That the Board of Trustees renew the insurance packages with Philadelphia Insurance and Risk Administrative Services through Wood Insurance at a cost of \$139,459.

Premium Comparison

Coverage	Renewal	FY23
Property	\$93,630	\$82,715
General Liability	\$4,845	\$4,602
Business Auto	\$8,693	\$8,099
Inland Marine - Equipment Floater	\$454	\$454
Employee Benefits Liability	\$300	\$300
Sexual/Physical Abuse or Molestation Liability	\$1,407	\$1,337
Educators Professional Select	\$12,340	\$11,356
Commercial Umbrella	\$3,866	\$3,533
Workers Compensation	\$13,924	\$13,543
Total Premium	\$139,459	\$125,939

SUBJECT

Program Reviews: Radiography

REASON FOR CONSIDERATION BY THE BOARD

Part of the Board's responsibility is to maintain oversight of the quality of the academic and administrative programs and services. This has been an ongoing feature of our regular Board meetings.

BACKGROUND

The purpose of a program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Program Review for Radiography.



Comprehensive Program Review 2022

Program Name: Radiography

Semesters Reviewed:

AY 2020: Fall 2019, Spring 2020, and Summer 2020

AY 2021: Fall 2020, Spring 2021, and Summer 2021

AY 2022: Fall 2021, Spring 2022, and Summer 2022

Completed by: L. Gale Brown, Ashley Moore, and Tammy Kimrey

Date: 2-1-2023

Assessment Committee Recommendations:

The committee agrees with the Program Vitality Statement—Category 1: Potential Enhancement Opportunities.

1.0 Program Summary

Provide a descriptive summary of the program.

Narrative:

The Labette Community College Radiography Program is a 23-month program leading to an Associate Degree in Applied Science. The program is monitored through accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The standards for educational programs are stated in a document entitled "Standards for an Accredited Educational Program in Radiology." The curriculum is designed to assure quality patient care, to meet the needs of an ever-changing technical health care field, and to develop professional responsibility. The didactic curriculum and clinical experience are both integral parts of the student's training.

The Radiography program at Labette Community College prepares students to become qualified entry-level radiographers and meet the health care needs of Southeast Kansas and surrounding service areas. The program has established 14 clinical affiliation agreements with medical facilities in Kansas, Missouri and Oklahoma where the student gains hands-on experience working in the various clinical settings.

Students interested in the Radiologic Technology Program are admitted to Labette Community College on the same basis as other students, but admission to the college does not ensure admission into the Radiologic Technology Program. Selection and acceptance into the Radiography Program is based on criteria established by the department, and individuals interested in applying to the program can learn more about the application process by viewing the application on the [Radiography Program website](#).

The number of applicants selected annually is dependent on clinical setting availability due to the maximum student capacity regulated by the accreditation agency. The program requires applicants to successfully complete 17 credit hours of general education coursework: English Composition I, English Composition II or Public Speaking, General or Developmental Psychology, Anatomy and Physiology, and College Algebra with a letter grade of "C" or higher prior to the entry into the program

The majority of didactic courses are taught on the main LCC campus in the Zetmeir Health Science building where students are taught by two full-time and one part-time, well-qualified and experienced faculty members. Program staff are required to follow the American Society of Radiologic Technologists (ASRT) Curricula and Educational Radiography Curriculum framework and the American Registry of Radiologic Technologists (ARRT) Didactic and Clinical Competency requirements. In January 2021, the ARRT curriculum was revised and the program began implementing these changes as of January 1, 2022 and now program staff are making the appropriate curriculum changes to comply with the most recent adopted JRCERT curriculum.

All students rotate to two different hospitals during their clinical training, this is to ensure they will have the opportunity to complete all required ARRT clinical procedures in the following sections; 10 mandatory general patient care procedures, 36 mandatory imaging procedures, and 15 elective procedures. They attend clinical training two days per week for 10 hours per day which equates to a total of 1,456 hours of hands-on clinical training experience.

After successful completion of the two-year curriculum the student is awarded an Associate in Applied Science degree in Radiography and they are recommended to take the National Radiographer Examination administered by the American Registry of Radiologic Technologists (ARRT). In addition, many states, including Kansas, require graduates to hold a license to practice radiography by the Kansas State Board of Healing Arts.

Students are also encouraged to consider continuing their education in other specialty areas: Computed Tomography, Mammography, Magnetic Resonance Imaging, Cardiovascular Intervention, and Sonography which these are only a small portion of specialty areas available. It is important to note that students can also obtain higher educational degrees for career advancement in administration, educating future radiologic technologists, or even a radiologist assistant.

2.0 Student Success

Provide a definition of how student success is defined by the program.

Narrative:

The Radiography Program is committed to providing maximum opportunities at each level of achievement, encouraging the development of problem solving and decision-making skills, promoting effective communication skills, and employing competent technical practices that will support the highest level of ethical patient care. Additionally, the program at LCC is committed to supporting professional growth, lifelong learning, and graduating entry-level radiologic technologists. The program defines student success by preparing their graduates to successfully pass their national certification examination on their first attempt with a minimum score of 75% in order obtain credentials needed to seek employment in the field. The Program Director and Faculty review their annual student learning outcome data to promote student success and maintain and improve our student learning outcomes.

2.1 Achieve/Promote Student Success

Describe how the program achieves and promotes student success. Focus on those activities and innovation that are within the three-year comprehensive cycle.

Narrative:

The Radiography Program completes an annual assessment plan designed to improve student learning and the educational quality of our program. The plan includes five goals that evaluate clinical competency, critical thinking and problem solving, effective communication, professional growth and development and graduating entry-level radiologic technologists. Also included in the plan includes student learning outcomes, measurement tools, benchmarks, timeframes for the assessment and collection of data and the parties responsible for the collection of data. Each year the data is compiled and assessed by the program director and faculty, then an action plan is composed for each student learning outcomes that the program did not meet the established benchmark. The program analyzes student learning outcome data and program effectiveness data at the annual fall advisory meeting with the advisory board and program changes are made accordingly. Then finally, the program's annual assessment plan and action plan is submitted to the JRCERT for annual review.

Beginning in the Spring of 2020, the program began additional interventional activities and tutoring strategies to help students overcome academic challenges. Performance Improvement Counseling Plan and the Student Comprehensive Exam Review Day with program faculty, and the "dedicated study day, Thursday" during finals week are just a few proactive activities that have since been implemented as means to retain students in the program in order to increase the program's completion rate. The program has also recognized an increase in the number of their students facing more financial, social and emotional issues which also impacts retaining them in the program. In Fall 2022, the program changed their academic and clinical course schedules so program students would have a day off for self-care along with providing them an additional day to seek

tutoring assistance from their professors. As the program continues to collect and analyze their retention data, the program staff have discussed decreasing their higher grading scale as an additional attempt to increase their retention rates. Program staff recognize a significant number of students are dismissed from their program because of academic failures including failing to pass their Comprehensive Examination within their two attempts. Each time the program staff and their Advisory Committee members discuss decreasing their grading scale, the committee members vote against making a grading scale change. One reason provided is members associate the higher grading scale with graduates' success on passing their national certification examination on their first attempt along with these students are earning higher test score averages than graduates from surrounding programs in Kansas, surrounding states and nationally. Also, they stress program graduates are sought after for job employment and this could impact the quality of graduates the program produces annually.

The program's retention efforts for the upcoming year is focusing on increasing student success with passing their end-of-the-semester, comprehensive examinations on their first attempt. Prior to students taking their comprehensive examination, the program faculty host a Comprehensive Review Day where all students meet with the faculty members to go over didactic content they feel they need help with. Another strategy being implemented is that nothing is being scheduled on the Thursday of finals week so students can use this day as a dedicated study for their comprehensive exam the following day. If a student is unsuccessful passing their exam on their first attempt, they are to schedule a one-on-one remediation session with the Program Director. Since the retake examination is not scheduled until the following Monday after Finals Week, they have an additional two days (Saturday & Sunday), to prepare for their retake examination.

If a student's didactic course grade drops below the acceptable 86% benchmark, the instructor immediately counsels and remediates with the student and they compose an improvement plan with the student. The faculty member will continue to monitor the students' progress and continue tutoring the student until they resolve their academic struggles. To demonstrate the program's commitment for student success and promote transparency, the Remediation Counseling and Tutoring Statement was added to each course syllabi, the program handbook, and to the Program's Condition of Acceptance (#10) to inform our incoming and current students. The program staff are also stakeholders and committed to their success. Program staff utilize the Early Alert System. LCC Faculty/Staff directs students to contact the American Disability Act (ADA) compliance officer by telephone or by email. This person will coordinate support services that assist students with physical, sensory, attention deficit and learning disabilities to provide an equal opportunity in learning endeavors, educational achievements and be a contributing member of society. Faculty and staff do informal counseling with students who present with a multitude of emotional issues and if the student's needs are out of the scope of practice of the faculty member then the student will be directed to the Case Manager/Advising/Counseling center. Students may experience issues of anxiety or stress as a result of balancing radiography school, family, and work obligations.

Content of the Radiography Assessment Plan Outcomes & Student Learning Outcomes (SLO)

Goal #1: Student will be clinically competent.

Student Learning Outcomes:

- The student will demonstrate proper positioning skills.
- The student will demonstrate proper image quality—technical factor selection.
- The student will demonstrate proper radiation protection.
- The student will successfully complete all required patient care clinical competency checklists.

Goal #2: Student will communicate effectively.

Student Learning Outcomes:

- The student will be able to communicate effectively and in a professional manner.
- The student will abide by the code of ethics for a Radiographer.

Goal #3: Student will use critical thinking and problem-solving skills.

Student Learning Outcomes:

- The student will abide by the code of ethics for a Radiographer.
- The student will be able to solve technical conversion problems.
- The student will be able to critique radiographic images for proper positioning, anatomy, and technical factors.
- The student will be able to perform a critical image analysis at their clinical site.
- The student will be able to apply problem solving skills and critical thinking skills.

Goal #4: Students will evaluate the importance of professional growth and development.

Student Learning Outcomes:

- The student will abide by the code of ethics for a Radiographer.
- The students will be members of the Kansas State Radiologic Technology Society.
- The students will attend and participate in a professional meeting.
- The student will complete a professional project.
- The student will complete a research paper on an imaging modality.

Goal #5: The program will graduate entry-level radiologic technologists.

Student Learning Outcomes:

- Graduates will be clinically competent.
- Graduates will complete the clinical competencies as directed by the ARRT
- Graduates will pass the ARRT certification examination.
- Graduates are adequately prepared to perform as entry-level radiographers.
- Graduates within 6-months of graduation will be able to find employment as a radiographer.
- Solicit feedback from other communities of interest.
- Solicit feedback from program graduates.

*Program Effectiveness data is distributed electronically to the general public through the Program Effectiveness Data tab found under the Program Information on the [LCC Radiography Program Website](#)

Graduates will complete the program as an entry-level radiologic technologist. Program effectiveness data benchmarks for measuring student learning is outlined in the program’s student learning tools for Program Goal #5: certification pass rate, job placement rate, and program completion rate.

Credentialing examination pass rate is defined as the number of student graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination or an unrestricted state licensing examination compared with the number of graduates who take the examination within six months of graduation. The JRCERT requires each program to have a five-year average benchmark of 75%. In 2021, 100% of the graduates passed their national certification examination on their first attempt and a 100% five-year average.

Credentialing Examination Rate	Number passed on 1st attempt divide by number attempted within 6-months of graduation.
Year	Results
Year 1 – 2017	17 of 17 - 100%
Year 2 – 2018	12 of 12 - 100%
Year 3 – 2019	9 of 9 - 100%
Year 4 – 2020	12 of 12 - 100%
Year 5 – 2021	10 of 10 - 100%
Program 5-Year Average	60 of 60 - 100%
**2022 – 12 of 12 – 100%	

Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The JRCERT requires each program to have a five-year average benchmark of 75%. In 2021, 100% of the graduates passed their national certification examination on their first attempt and a 100% five-year average.

Job Placement Rate	Number employed divided by number actively seeking employment within 12-months of graduation.
Year	Results
Year 1 – 2017	17 of 17 - 100%
Year 2 – 2018	11 of 11 - 100%
Year 3 – 2019	9 of 9 - 100%
Year 4 – 2020	12 of 12 - 100%
Year 5 – 2021	10 of 10 - 100%

Program 5-Year Average

59 of 59 - 100%

**2022 – 12 of 12 – 100%

Program completion rate is defined as the number of students who complete the program within the stated program length. The program specifies the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used in calculating the program's completion rate. When calculating the total number of students enrolled in the program (denominator), programs need not consider students who attrite due to nonacademic reasons such as: 1) financial, medical/mental health, or family reasons, 2) military deployment, 3) a change in major/course of study, and/or 4) other reasons an institution may classify as a nonacademic withdrawal. The program established an annual program completion rate of 75% and the program had an PCR benchmark of 62.5% in 2021.

Program Completion Rate (PCR)	Number graduated divided by number started the program.
Year	Results
Year 1 – 2021	10 of 16
Annual Completion Rate	62.5 %

3.0 Reflection on Current Curriculum

Please describe curriculum holistically, speaking specifically to the breadth, depth, and level of the discipline. Additionally, provide narrative on the coherence of the curriculum and the processes by which the program updates and keeps curriculum relevant.

Narrative:

Program curriculum must align the JRCERT adopted curriculum. As outlined in the JRCERT's Standard Four; Objective 4.3: "The program provides a well-structured curriculum that prepares students to practice in the professional discipline and the program is to ensure a well-structured curriculum is comprehensive, current, appropriately sequenced, and provide for evaluation of student achievement." The JRCERT recognized and adopted curriculum follows the latest American Society of Radiologic Technologists (ASRT) professional curriculum and other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee. The ASRT updates and revises its curricula on a five-year cycle and the most recent adoption process was completed in 2022 and these curricula changes must be completed by September 1, 2023. Program staff are also required to align their didactic and clinical competency curriculum according to the American Registry of Radiologic Technologists (ARRT) to meet the Professional Education Requirements specific to the radiography discipline and their last revision occurred in January 2022. The Program director, faculty, and their Advisory committee strive to maintain curriculum that promotes qualities necessary for student and graduates to practice competently, make ethical decisions, assess situations, provide appropriate patient care, communicate effectively, critically think and advocate for professional growth.

To promote program effectiveness, each faculty member has students complete a course evaluation at the end of each semester as part of the program's outcome assessment plan. These assessment tools are used to evaluate teaching effectiveness and assist the instructor with identifying if changes or adjustments are needed to promote teaching innovation and/ or course improvement. Then program staff meet regularly to evaluate their outcome assessment plan and they discuss how student learning outcomes are being met.

**The program's curriculum is required to follow the 2022 ARRT Didactic and Clinical Competency Requirement, the 2022 ARRT Examination Requirements and the ASRT Radiography Curriculum. All program curriculum framework is mapped with the 2022 JRCERT Radiography Curriculum Analysis Grid.

3.1 Degrees and Certificate Offerings

List what degrees and certificates are offered and describe how the program curriculum supports other degrees and certificates awarded by the college (if applicable).

Narrative:

Graduation Requirements for the Associate in Applied Science degree in Radiography: The Associate of Science Degree is awarded upon satisfactory completion of seventy-eight (78) credit hours of didactic and clinical coursework with a minimum grade point average of 2.0 in the following course of study:

RADIOGRAPHY																																																																																																																																																													
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<p>Labette Community College offers a 23-month program in Radiography leading to an Associate Degree in Applied Science. The program prepares students for an entry-level career in radiography in which administering x-ray exams to individuals in the hospital, urgent care, physician office or other clinical settings.</p> <p>Credits Required: 78</p> <p>Major Advisor: Gale Brown 620-826-1159 galeb@labette.edu</p> <p>Accreditation The program is monitored through accreditation by Joint Review Committee on Education in Radiologic Technology (JRCERT). www.jrcert.org</p> <p>Requirements Students interested in the Radiography Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Radiography Program. Acceptance into the Radiography Program is based on the criteria established by the department. CPR for Healthcare Providers Certification is required prior to attending clinical training. Additional information can be found the program's website: http://www.labette.edu/radiography or by contacting the Health Science Programs' Administrative Assistant.</p> <p>Recommended Course Sequence All General Education courses that satisfy the Associate in Applied Science Degree in Radiography should be completed prior to review and selection.</p> <p>Student Organization Students enrolled in the Radiography Program are members of the Radiography Club. Our radiography students work together for the purpose of evaluating the quality of patient care and promote the art and science of radiological technology. Our students are encouraged to actively participate in professional conferences and service-learning projects.</p> <p>After Graduation After successful completion of the two-year curriculum the student is awarded an A.A.S. Degree in Radiography and they are recommended to take the National Radiographer Examination administered by the American Registry of Radiologic Technologists. Students are also encouraged to consider continuing their education in other specialty areas: Sonography, Computed Tomography, Mammography, Magnetic Resonance Imaging, which these are only a small portion of specialty areas available. It is important to note that students can also obtain higher educational degrees for career advancement in administration, educating future radiologic technologists, or even a radiologist assistant.</p>	<table border="0"> <thead> <tr> <th colspan="3"><u>Concentration Requirements</u></th> <th style="text-align: right;"><u>61</u></th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>RADI 101</td><td>Intro. to Radiography, Ethics, and Law</td><td style="text-align: right;">2</td></tr> <tr><td><input type="checkbox"/></td><td>RADI 103</td><td>Radiographic Procedures I</td><td style="text-align: right;">1</td></tr> <tr><td><input type="checkbox"/></td><td>RADI 104</td><td>Radiographic Procedures II</td><td style="text-align: right;">3</td></tr> <tr><td><input type="checkbox"/></td><td>RADI 105</td><td>Radiographic Procedures III</td><td style="text-align: right;">3</td></tr> <tr><td><input type="checkbox"/></td><td>RADI 107</td><td>Radiographic Imaging I</td><td 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To assist graduates with completing 16 hours of structured educational requirements needed for obtaining a post-primary eligibility pathway credential in Computed Tomography soon after graduation, the Program Director has submitted their two Computed Tomography courses; RADI 127 and RADI 221 to the American Registry of Radiologic Technologists (ARRT) for continuing educational credit approval.

As of April 1, 2023, these two CT courses were submitted and approved by our professional national credentialing agency as continuing educational credits by the ARRT to provide our graduates an exceptional opportunity to earn their post-primary credential in CT promptly after graduating our program. These courses will need to be reviewed and revised by the program director/ faculty and reapproved by the ARRT by July 31, 2025 in order to continue providing this service for our graduates.

4.0 Faculty Success

Faculty success over the three-year comprehensive cycle should be highlighted in this section. The accomplishments can embrace academic achievement in the discipline, national or regional honors, campus activities that support student success, or other innovations, research, teaching, and community service.

Narrative:

2018 - Current

L. Gale Brown, Ed S., L.RT (R)(CT)

- Attended the last four annual Kansas Society of Radiologic Technologist annual conferences and topics to include;
 - a. 2018 conference was in Manhattan Kansas-April 5-6, 2018; Bioidentical Hormone Replacement Therapy for Men and Women, Basic Overviews of Pacemakers and High Electricity Devices, How a Trauma Informed Care Perspective Helps, Paradigm Shift-Value Based Care in the Imaging Department Operations, Interviewing Techniques, & Century of the Systems.
 - b. 2019 conference was in Wichita Kansas – March 29, 2019; (2020 conference cancelled due to pandemic) Leadership Development and Radiologic Technologies, Human Trafficking in Healthcare Setting, Inspection Procedures, Proactive Strategies to Help Imaging Departments, Key Concepts for Effective Leadership, & The Radiologist Assistant.
 - c. 2021 conference was held via webinar due to COVID on March 26-27, 2021; Voices from the Frontline, Palliative Care in Radiation Therapy, Hocus Pocus: Seeing is Believing, Correlative Imaging of the emergency Appendix, Pediatric Imaging in Medical Imaging, Innovations in Breast Imaging, Art of Self-Discipline, Gastrointestinal Stromal Tumors, & Legislation and the RT.
 - d. 2022 conference was held in Lawrence, KS on March 30 – April 1, 2022 which I served also as the President-Elect for the KSRT Board. COVID's Impact on Teaching and Learning, Acute Ischemic Stroke Imaging, Key Concepts of Patient Safety in Radiation Oncology, Communication in Healthcare, Employment Outlook in the Field of Radiology, AI at the Point of Care, & Burnout Among Healthcare Workers.
 - e. 2023 conference was held in Hays, KS on March 30-April 1st, 2023 and all program staff including all 2nd year students attended the conference. Gale Brown served as the President of the KSRT Board this fiscal year and she serves on KSRT Executive Board and as the Past-President for the 2024 upcoming year.
- May 4, 2021: Attended the JRCERT Accreditation webinar& Outcome Assessment webinar.
- Actively participates in the Monday Morning Mentoring webinars that LCC Administration offers covering variety topics related to online teaching techniques, utilizing technology in the classroom, and teaching strategies for asynchronous and synchronous classroom delivery and provides different topics related to techniques for engaging students in the classroom setting.

- April 2021 & 2022: Hosted Warren Wiebe, Deputy General Counsel of the Kansas State Department of Healing Arts to speak to our May Graduates about the application process for obtaining their Radiologic Technologist Kansas licensure.
- March 3 – 6, 2018 attended the 28th Atlanta Student & Educator Conference in Atlanta, Georgia: Crucial Connections Between Radiologic Technology Program Staff and Clinical Setting RTs and Clinical Instructors, Revised Standards – What’s New for 2018 Part 1 & Part 2, Supporting Clinical Education: A Departmental Directors Perspective, Integrating Informatics in the Patient Care Classroom, & Teaching CT Basics (*CE Proof of Attendance Record available for all courses attended.)
- February 5 -8, 2019 attended the West Coast Student & Educator’s Conference in Orlando, Florida: Incivility: Students and Faculty Behavior, Creating an Effective Learning Environment, & Digital in the Curriculum: Home Much, How Deep. (*CE Proof of Attendance Record available for all courses attended.)
- March 12, 2022 – attended MTMI Trauma Radiography –Clinical Techniques webinar.
- May 21, 2022 – attended MTMI Our World of Digital Artifacts webinar.
- ACE Webinars: Making the Most Out of Clinical Education & Cardiac Catherization Presentation
- November 28, 2018 – completed the Butler Community College, ADA in the Classroom training workshop.
- ASRT webinars: Fluoroscopy: Regulations & Radiation Protection, Ethical Practices in Radiologic Technology, Radiographic Densities: Why Adipose Tissue Matters, Evaluating and Updating the Patient Education Process, Medical Imaging of Explosion Protection, & Imaging Correctional Facility Patients. (*CE Proof of Attendance Record available for all courses attended.)
- LCC Required Employee Trainings: Title IX for Employees, Sexual Violence Prevention for Community College Students, Bloodborne Pathogen Exposure Prevention, Safety Procedure 5.07 Acknowledgement, Policy & Procedures 10.17 Return to Work Disclaimer and FERPA: Confidentiality of Records
- January 2018 completed Green Zone Training to become a member to serve and support military-connected students enrolled at LCC.

Ashley Moore MS., L RT (R)

- March 3 – 6, 2018 attended the 28th Atlanta Student & Educator Conference in Atlanta, Georgia: Crucial Connections Between Radiologic Technology Program Staff and Clinical Setting RTs and Clinical Instructors, Revised Standards – What’s New for 2018 Part 1 & Part 2, Supporting Clinical Education: A Departmental Directors Perspective, Integrating Informatics in the Patient Care Classroom, & Teaching CT Basics (*CE Proof of Attendance Record available for all courses attended.)
- Ashley attended the last four annual Kansas Society of Radiologic Technologist annual conferences and topics to include;
 - a. 2018 conference was in Manhattan Kansas-April 5-6, 2018; Bioidentical Hormone Replacement Therapy for Men and Women, Basic Overviews of Pacemakers and High Electricity Devices, How a Trauma Informed Care Perspective Helps, Paradigm Shift-Value Based Care in the Imaging Department Operations, Interviewing Techniques, & Century of the Systems.
 - b. 2019 conference was in Wichita Kansas – March 29, 2019; (2020 conference cancelled due to pandemic) Leadership Development and Radiologic Technologies, Human Trafficking in Healthcare Setting, Inspection Procedures, Proactive Strategies to Help Imaging Departments, Key Concepts for Effective Leadership, & The Radiologist Assistant.
 - c. 2022 conference was held in Lawrence, KS on March 30 – April 1, 2022: COVID’s Impact on Teaching and Learning, Acute Ischemic Stroke Imaging, Key Concepts of Patient Safety in Radiation Oncology, Communication in Healthcare, Employment Outlook in the Field of Radiology, AI at the Point of Care, & Burnout Among Healthcare Workers.
 - d. 2023 conference was held in Hays, KS on March 30-April 1st, 2023
- Participate in the Monday Morning Mentoring webinars that LCC Administration offers covering variety topics related to online teaching techniques and utilizing technology in the classroom.
- February 5 -8, 2019: attended the West Coast Student & Educator’s Conference in Orlando, Florida: Incivility: Students and Faculty Behavior, Creating an Effective Learning Environment, & Digital in the Curriculum: Home Much, How Deep. JRCERT Accreditation webinar& Outcome Assessment (*CE Proof of Attendance Record available for all courses attended.)
- LCC Required Employee Trainings: Title IX for Employees, Sexual Violence Prevention for Community College Students, Bloodborne Pathogen Exposure Prevention, Safety Procedure 5.07 Acknowledgement, Policy & Procedures 10.17 Return to Work Disclaimer
- September 2022: a work on own study of Radiologic Sciences and Patient Care.
- December 21, 2020: a work on home study covering the topic of Radiation Physics in Radiography.

Tammy Kimrey RT (R), BS (CTE), RDMS (Abdomen/OB-Gyn) RVT

- Attended the following annual Kansas Society of Radiologic Technologist annual conferences and topics to include;
 - a. 2018 conference was in Manhattan Kansas-April 5-6, 2018; Bioidentical Hormone Replacement Therapy for Men and Women, Basic Overviews of Pacemakers and High Electricity Devices, How a Trauma Informed Care Perspective Helps, Paradigm Shift-Value Based Care in the Imaging Department Operations, Interviewing Techniques, & Century of the Systems.
 - b. 2019 conference was in Wichita Kansas – March 29, 2019; (2020 conference cancelled due to pandemic) Leadership Development and Radiologic Technologies, Human Trafficking in Healthcare Setting, Inspection Procedures, Proactive Strategies to Help Imaging Departments, Key Concepts for Effective Leadership, & The Radiologist Assistant.
 - c. 2022 conference was held in Lawrence, KS on March 30 – April 1, 2022 which I served also as the President-Elect for the KSRT Board. COVID's Impact on Teaching and Learning, Acute Ischemic Stroke Imaging, Key Concepts of Patient Safety in Radiation Oncology, Communication in Healthcare, Employment Outlook in the Field of Radiology, AI at the Point of Care, & Burnout Among Healthcare Workers.
 - d. 2023 conference was held in Hays, KS on March 30-April 1st, 2023
- Actively participate in the Monday Morning Mentoring webinars that LCC Administration offers covering variety topics related to online teaching techniques, utilizing technology in the classroom, and teaching strategies for asynchronous and synchronous classroom delivery.
- February 5 -8, 2019 attended the West Coast Student & Educator's Conference in Orlando, Florida: Incivility: Students and Faculty Behavior, Creating an Effective Learning Environment, & Digital in the Curriculum: Home Much, How Deep. (*CE Proof of Attendance Record available for all courses attended.)
- November 28, 2018: completed the Butler Community College, ADA in the Classroom training workshop.
- LCC Required Employee Trainings: Title IX for Employees, Sexual Violence Prevention for Community College Students, Bloodborne Pathogen Exposure Prevention, Safety Procedure 5.07 Acknowledgement, Policy & Procedures 10.17 Return to Work Disclaimer
- 2018: ESP Ultrasound Seminar Pediatrics Review Course (*CE Proof of Attendance Record available for all courses attended.)
- Society of Diagnostic Medical Sonography Journal Articles/Tests (*CE Proof of Attendance Record available for all courses attended.)
 - Society of Diagnostic Medical Sonography Webinar Seminar September 2020 (*CE Proof of Attendance Record available for all courses attended.)

Each year the second year students attend the Kansas Society of Radiologic Technologists (KSRT) convention where they compete in student image competitions and Ray Bowl and since 2020, numerous students received awards for their accomplishments.

Program staff participate in area career fairs and speak to students from area high schools about pursuing a career as a radiologic technologist. The program seeks every opportunity to promote LCC and the Radiography Program.

The Program also promotes civic engagement by encouraging each student to be active members in the Radiography Club. The Radiography Club members are very active on campus and off. The club also participates in all SGA activities including assisting with area Blood Drives, Kid's Fall Fest, and the Pink Out Night with the Athletic department and the club also supports the LCC Relay for Life Team. Our club has received many Student Government Association Awards for the last three years for these efforts.

Approximately 30% of applicants are applying directly out of high school. The success rate of these individuals actually completing the program in the past three years is approximately 54%. The program has identified these students tend to struggle more socially and academically. This retention data has prompted the program staff to intervene quicker and remediate struggling students' sooner and these efforts are showing success as the program completion rate for the student cohort of 2024 is currently at 94%.

The Radiography program staff are involved in the following LCC committees and community and public service activities in the college service areas:

Gale Brown –

- LCC: Retention Committee, Cardinal Caring Committee (C3) and Radiography Club Advisor
- Community: KSRT Past-President & was President, KSRT Executive Board, Oswego Park Foundation Board, Oswego Tree Board & Oswego Planning and Zoning Board

Ashley Moore –

- LCC: Diversity Committee

Tammy Kimrey –

- LCC: Cardinal Caring Committee (C3)
- Community: Edna Grade School PTO Secretary

5.0 Program Accomplishments and Reflection on Data/Trends

In this section, departments should highlight noteworthy program accomplishments over the three-year comprehensive cycle. Programs should also provide thoughtful reflection on the data provided on student success, attrition, completion, etc. Programs should also report on findings from course and program assessment data. Programs should also provide context of any trends in the data, as well as external trends that may have affected the data.

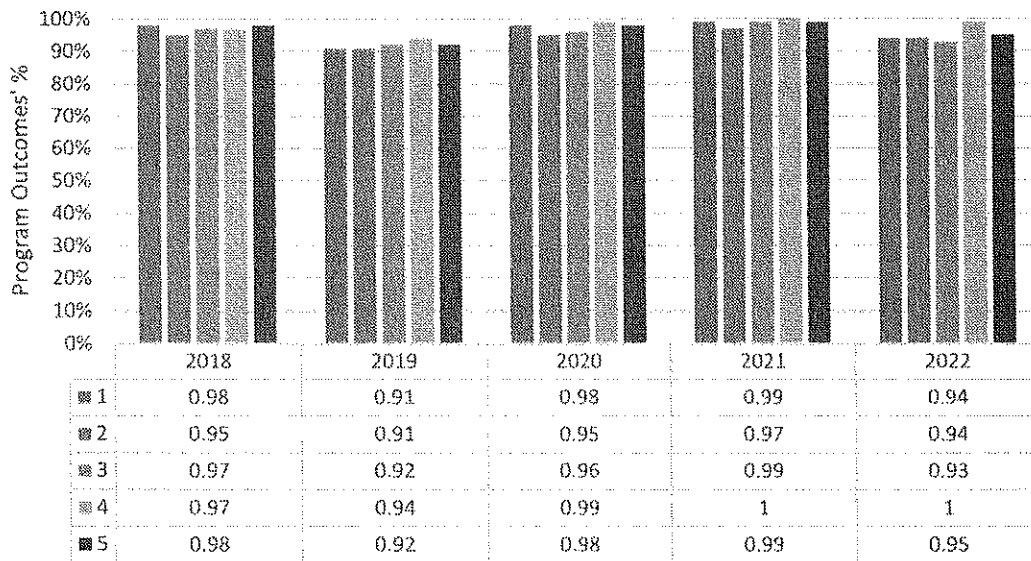
Narrative:

The total student credit hours decreased by 26% over the three-year period from academic year 2019 – 2020 to 2021 – 2022 due to the impact of the COVID pandemic. Two full-time faculty members teach 75% of the program courses and one part-time faculty member teaches the remaining courses. The program can select between 20-23 students annually depending on clinical site availability.

Enrollment numbers decreased by 13% and the average class size decreased by 18%. During this timeframe the program experienced a decreased number of applicants applying to the program due to the COVID pandemic. All applicants who completed an application were interviewed for the average 20 student cohort; as a result, the program experienced a 25% attrition rate in 2021 – 2022. The program continues to increase their recruitment efforts by attending community high schools, career fairs, and utilizing advertisement on social media.

For the past 7 years, 100% of the program's graduates have passed their national certification examination and they are employed in the profession. After reviewing the program data, students struggle most during their first year in the program and they are at a greater risk for not being retained. In the past few years the program has been experiencing a low program completion rate and this is a concern that has prompted the program's retention project. Program staff have identified the four categories in which students exit the program; career change or medical reasons, policy infraction, failing courses (grades), and failing the Comprehensive Examination. Program staff feel the higher grading scale could be considered a contributing factor and they have brought this to the attention of their Advisory Committee seeking suggestions about reducing the scale. During each committee discussion, committee members discussed the advantages and disadvantages for having the higher grading scale, however, no change was ever made due to their vote to leave the higher grading scale with a grade of "C" or higher. Currently the grading scale for all Radiologic Technology courses is: A 100– 96; B 95– 91; C 90-86; F 85-0. As of June 5, 2023 the program will be implement the following grading scale: A 100– 95; B 94– 89; C 88-82; D 81-75; F 74-0. To graduate, radiography students must maintain a grade of "C" (88%-82%) or higher in all their major and related courses and maintain a GPA of 2.0 or higher.

Radiography Program Outcomes' %, 2018-2022



What did you learn from this past year's program data?

- Our program's retention rate has impacted our outcome data results this past year. The negative impact that COVID had on our student's performance this last fiscal year is apparent. Students were dealing with their own COVID illness, being quarantined or even dealing with a family member's health issues relating to COVID. We encouraged students to attend our classroom lecture (synchronous schedule) over ZOOM if their quarantined and unable to come to campus. More students appeared to struggle more and were falling behind in their didactic and clinical courses due to being absent. The program faculty did numerous tutoring sessions with their struggling students throughout the last year. As a result of their emotional and physical conditions beyond the program's control, numerous students continued to struggle academically and they were dismissed.

2. What did you not learn from the data?

- The student dynamic per cohort changes annually and this requires the program officials to teach their courses differently to accommodate as many students learning styles as possible, however the program has a lot of material that has to be covered per class period. In the past few years, our program has noticed an influx of students that have completed a majority of their general education courses either online or as a high-school concurrent class and state they never had to study. The difference between secondary and post-secondary CTE program expectations appears to be more challenging for students entering into our program.

3. What do you hope to learn and/or do for this upcoming school year?

- Block scheduling is allowing the Program faculty to be more available on Fridays for students to get assistance/tutoring. Students are now completing two 10-hour clinical days so if they need to use a Fridays as make-up clinical day it is easier for them to do so.
- The program's tutoring paperwork has included our Case Manager's contact information to ensure students are aware of the resources available to them.

6.0 Mission Alignment

Programs should indicate how the program's offerings align with the LCC mission: Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

Narrative:

The Radiography Program at Labette Community College is committed to providing maximum opportunities at each level of achievement, encouraging the development of problem solving and decision-making skills, promoting effective communication skills, and employing competent technical practices that will support the highest level of ethical patient care. Additionally, Labette Community College is committed to supporting professional growth, lifelong learning, and graduating entry-level radiologic technologists.

7.0 Fiscal Resource Narrative

Based on program data review, planning and development for student success, programs will complete the budget worksheet to identify proposed resource needs and adjustments. Resource requests should follow budgeting guidelines as approved by the Board of Trustees for each fiscal year. The resource requests should be used to provide summary and detailed information to the DOI/VPAA and other decision-makers and to inform financial decisions made throughout the year. In the narrative below, please explain any requests for additional dollars over the current academic year budget, then include the budget amounts on the budget worksheet.

Narrative:

In the past three years, the program was able to purchase the following equipment with Carl Perkins funding;

Radiography: Carl Perkins Approved Item	Category	Estimated Cost	Actual Cost
Vital Signs Monitor Medline	Equipment	\$1,606.41	\$1,606.41
Spot Vital Signs Stand	Equipment	\$236.87	\$236.87
Temporal Scanner 2 scanners ordered	Equipment	\$55.01	\$ 110.02
Shipping of Vital Signs Equipment	Equipment	\$141.16	\$141.16
Steath Cote Ortho Kit A - positioning sponges	Equipment	\$350.00	\$350.00
Bariatric Callper	Equipment	\$49.00	\$49.00
The Marker Foot - stickers for initial markers for lab - 3 boxes	Equipment	\$14.95	\$44.85
Shipping on Universal Lab supplies	Equipment	\$44.23	\$44.23
ASRT Instruction DVD Fluro, Sect Ant, & Vascular Intervention	Equipment	\$3,605.00	\$3,605.00
Wounded Willie - RSD Devices Universal	Equipment	\$37,175.00	\$37,175.00
X-ray Mannequin from Dental Assistant Fall 2022	Equipment		
Careview 1500cwe Wireless FPDCsl AMXWireless Conversion	Equipment	\$23,749.00	\$24,221.50
Slope Compensating Filter SKU:Fi-03 Universal	Equipment	\$372.28	\$300.00
Pedigo Transport Stretcher; Mattress Pad w/ Side Rails	Equipment	\$3,145.31	PENDING

The program is only requesting additional funding for budget items that have increased in cost for the upcoming fiscal year for the following items:

- 1) Increase in mileage rate for program officials traveling expenses: FY2023 \$.585 per mile has been increased to \$.655 per mileage in FY2024 for the two following accounts; Radiography Travel Account #: 12-1210-601-000 and Radiography Mileage Account #: 12-1210-602-000.
- 2) The JRCERT annual registration fee for FY2024 has increased by \$180. (Account #: 12-1210-670-000)

8.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program directors/faculty should document the relevant information within this section.

Program Advisory Committee:

Our program is committed to promoting an environment in which integrity and transparency is valued and respected in all that we do. This applies to the mutual respect between and among faculty members, clinical personnel, students, staff and administrators. For example, we encourage the program advisory committee members to participate in revising our Academic / Didactic and Clinical Handbook annually. Once the revisions are endorsed by our advisory committee the changes are implemented and the students are notified of the changes and the implementation period is typically implemented the following semester. The program also abides by the JRC Standards and Code of Conduct for all members of our program and follows the Labette Community College policy and procedure practices.

(Access to our most recent edition of the Radiography Handbook is also available on the LCC Radiography webpage for our students, staff, affiliates and public.)

The Radiography Program has an active Advisory Committee that meets twice a year, once in the fall and once in the spring semester. Many health care and clinical representatives participate in membership on the radiography advisory committee. The program has 14 clinical affiliates; 7 affiliates in Southeast Kansas, 3 affiliates in Southwest Missouri, and 4 affiliates in Northeast Oklahoma. Approximately 25 members attend each meeting, with a majority of the 14 clinical / hospital affiliates represented.

The following is a listing of all clinical affiliates utilized by the Radiography program:

Dr. Robert Gibbs, Medical Director	Ascensions Via-Christi Hospital
Coffeyville Regional Medical Center	Ascensions St. John Jane Phillips
Integrus Baptist Regional Health Center – Miami	Fredonia Regional Hospital
Integrus Grove Hospital	Mercy Hospital Carthage
Mercy Specialty Hospital of SE KS & Clinic	Mercy Joplin
Neosho Memorial Regional Medical Center	Labette Health
Girard Medical Center	Nevada Regional Medical Center
St. Francis Hospital of Vinita	

Years on Adv Committee	NAME	Clinical Site
10	Cody Whitaker	Ascension St. John Jane Phillips
2	Rosa Soto	Ascension St. John Jane Phillips
1	Megan Thompson	Ascension Via-Christi Hospital
1	Randy Stinebaugh	Ascension Via-Christi Hospital
6	Stephanie Dwyer	Ascension Via-Christi Hospital
7	Danny Bernd	Coffeyville Regional Medical Center
7	Jane Noland	Coffeyville Regional Medical Center
New	Rhonda Burroughs	Coffeyville Regional Medical Center
8	Trudy Vail	Coffeyville Regional Medical Center
New	Ashley Porter	Fredonia Regional Hospital
New	Taylor Witty	Fredonia Regional Hospital
25	Amy McDonald	Girard Medical Center
5	Kelly Schultz	Girard Medical Center
11	Kambie Delmont	Integrus Grove Hospital
New	Kayla Heistand	Integrus Grove Hospital
24*	Lynn Conklin	Integrus Miami Hospital
24	Matthew Keller	Integrus Miami Hospital
19	Ashley Moore	Labette Community College
2	Daudi Langat	Labette Community College
20	Gale Brown	Labette Community College
5	Dr. Jason Sharp	Labette Community College
1.5	Dr. Kara Wheeler	Labette Community College
President	Dr. Mark Watkins	Labette Community College
10	Tammy Kimrey	Labette Community College
New	Brian Williams	Labette Health
1	Cassandra Compton	Labette Health
New	Chaneya Julich	Labette Health
20	Dr. Robert Gibbs	Labette Health
5	Holly Baker	Labette Health
2	Heather Shearhart	Mercy Hospital (Carthage)
6	Kelly Green	Mercy Hospital (Carthage)
2	Shalyee Thomas	Mercy Hospital (Carthage)
3	Jalayne Osborn	Mercy Hospital (Joplin)
8	Nora Cannon	Mercy Hospital (Joplin)
2	Alice Paustian	Mercy Specialty Hospital of Southeast Kansas and Clinic (Galena)
2	Dominik Avery	Mercy Specialty Hospital of Southeast Kansas and Clinic (Galena)
2	Kerri Williams	Mercy Specialty Hospital of Southeast Kansas and Clinic (Galena)
10	Kaylee Hart	Neosho Memorial Regional Medical Center
25	Kelli Olson	Neosho Memorial Regional Medical Center
New	Rachel Jennings	Neosho Memorial Regional Medical Center
4	Abbey Johnson	Nevada Regional Medical Center
25	Todd Fine	Nevada Regional Medical Center
8	Rusty Jorgenson	St. Francis Hospital

*Chair Person & New = Less than 1 year

Significant Trends:

Radiography technologists held over 215,820 health care jobs in 2021 and 58 percent of all jobs are in hospitals according to the Occupational Outlook Handbook, 2020-21 editions. Other employment opportunities include: physicians' offices, medical and diagnostic laboratories, and outpatient care centers. Overall job opportunities are expected to increase by about 6 percent from 2021-2031, faster than the average for all occupations. According to the American Society of Radiologic Technologists (ASRT), "approximately 16,600 openings for radiologic and MRI technologists are projected each year, on average, over the decade to replace workers who retire." Formal training programs in radiography are offered in colleges and universities and lead to a certificate, an Associate Degree, or a Bachelor's Degree and since 2014, a minimum of an Associate Degree is needed for individuals to be eligible to take an American Registry of Radiologic Technologists (ARRT) primary certification examination. Most states require licensure, and requirements vary.

Staff shortage in healthcare facilities are impacting the demand for radiologic technologist in the service area. Radiologic Technologist are changing their employment status and moving from facility to facility. Some technologists are seeking higher wages, better working hours and improved working conditions. Since the pandemic, the healthcare facilities are experiencing an influx of Radiologic Technologists retiring and area imaging managers are having a difficult time finding personnel to fill these employment vacancies. Program staff are contacted weekly regarding full-time employment opportunities for surrounding communities, however the recent trend is our entry-level graduates are choosing to work part-time hours at multiple facilities and do not want full-time employment.

The impact of staff shortages also impacts the number of incoming students the program can accept annually. As required by the JRCERT Standards, a student attending clinical must be supervised at all times and they require a one student to one qualified radiologic technologist ratio per clinical rotation. Currently, the program has 14 clinical affiliation facilities expanding across SE Kansas, Oklahoma and Missouri and a future goal for the program is to acquire additional clinical facilities so the program can reach their annual twenty-three student capacity.

Employment change

Employment of radiologic technologists is expected to increase by about 6% from 2021 to 2031, faster than the average for all occupations. As the population grows and ages, there will be an increasing demand for diagnostic imaging. With age comes increased incidence of illness and injury, which often requires diagnostic imaging for diagnosis. In addition to diagnosis, diagnostic imaging is used to monitor the progress of disease treatment. With the increasing success of medical technologies in treating disease, diagnostic imaging will increasingly be needed to monitor progress of treatment. The extent to which diagnostic imaging procedures are performed depends largely on cost and reimbursement considerations. However, accurate early disease detection allows for lower cost of treatment in the long run, which many third-party payers find favorable. Although hospitals will remain the principal employer of radiologic technologists, a number of new jobs will be found in offices of physicians and diagnostic imaging centers. As technology advances many imaging modalities are becoming less expensive and more feasible to have in a physician's office.

Job prospects

In addition to job growth, job openings also continue to rise from the need to replace technologists who leave the occupation. Those with knowledge of more than one diagnostic imaging procedure—such as CT, MRI, and mammography—will have the best employment opportunities as employers seek to control costs by using multi-credentialed employees. Demand for radiologic technologists can tend to be regional with some areas having large demand, while other areas are saturated. Technologists willing to relocate may have better job prospects. CT is continuing to become a frontline diagnosis tool. Instead of taking x rays to decide whether a CT is needed, as was the practice before, it is often the first choice for imaging because of its accuracy. MRI also is increasingly used. Technologists with credentialing in either of these specialties will be very marketable to employers.

Projections data from the National Employment Matrix						
Occupational Title	SOC Code	Employment, 2022	Projected Employment, 2031	Change, 2021-31		Employment by Industry
				Number	Percent	
Radiologic technologists	29-2034	215,820	236,900	21,080	6	Get data

The median annual wage of radiologic technologists was \$65,140 in May 2022. The middle 50 percent earned between \$57,350 and \$80,050. The lowest 10 percent earned less than \$47,760, and the highest 10 percent earned more than \$97,940. Median annual wages in the industries employing the largest numbers of radiologic technologists in 2022 were:

Medical and diagnostic laboratories	\$70,460
Federal Executive Branch	78,160
Offices of Physicians	62,220
Outpatient care centers	81,530
General medical and surgical hospitals	71,260

Fall 2020		Fall 2021		Fall 2022	
Percentage Employed	Salary Range	Percentage Employed	Salary Range	Percentage Employed	Salary Range
12/12-100%	\$16 – 27 /hr.	10/10-100%	\$16 - 30/hr	12/12-100%	\$22 - 30/hr

Resource: Occupational Outlook Handbook, Bureau of Labor Statistics. Bureau of Labor Statistics, U.S. Department of Labor, <https://www.bls.gov/ooh/healthcare/radiologic-technologists.htm> (visited April 12, 2023; May 3, 2023)

9.0 Program Vitality Assessment

Program faculty should use all available information to consider the category assignment which best reflects the program's current status and subsequent goals and anticipated action plans.

Vitality Category Chosen: Category 1: Potential Enhancement Opportunities

Explanation for Chosen Vitality Category:

The program staff and their advisory committee are aware the program's completion rate is below the JRCERT 75% Program Completion Rate (PCR) benchmark. Program's PCRs: 2022 Student Cohort - 60%, 2023 Student Cohort - 53.3% & 2024 Student Cohort - 94%. As a result, the program staff have decided to move forward with reducing their minimum required passing grade benchmark from 86% to an 82%; this change comes after the recent program's reaccreditation, JRCERT Site-Visit team's recommendation.

10.0 Program Goals

Each program should set 1-3 short-term goals (will be completed in the next year) and 1-3 long-term goals (will be completed by next comprehensive program review). These goals should be SMART goals that can be reflected upon in the upcoming annual or comprehensive review.

Short-Term:

- By the end of the 2023-2024 school year, all Radiography courses will be reviewed and aligned with the JRCERT adopted curriculum.
- By the end of 2023-2024 school year, recruit two new members from the workforce and / or the business community to serve on the Radiography Advisory Committee to increase workforce and community participation.
- By the end of the 2023-2024 school year, program staff will participate in at least one professional development conference relating to discipline.
- Beginning Summer 2023, the program staff will decrease their higher grading scale to reflect a minimum passing grade of 82% rather than an 86%. Grading Scale: A 100– 95; B 94– 89; C 88-82; D 81-75; F 74-0.

Long-Term:

- Equipment upgrade: By the end of 2024-2025 school year, replace the computers in the Radiography classroom/computer lab (Z133) and clinical laptops.
- By the end of 2023-2024 school year, the full-time Radiography faculty will create a series of positioning lab videos as an additional visual resource for visual learners.
- By the end of 2024-2025 school year the program will begin incorporating AI within the program by purchasing a virtual radiography simulation equipment / software to provide some alternative hands-on applications for students when they are not physically present in their clinical settings.
- By the end of 2025 -2026 school year, develop a radiography peer tutoring program to help students overcome academic challenges and increase program retention rate 6%.
- By the end of 2027-2028 school year, purchase a full-body x-ray phantom for the energized laboratory for students to radiograph during their Simulation courses.



LAFAYETTE COMMUNITY COLLEGE

Program Review Data Summary

Note: All Definitions of data pulled for this summary can be found in Appendix 1 of the Academic Program Review, Planning, and Development Handbook.

Subject: Radiography

Average Class Size, Completer Success, and Attrition

**This data has been pulled to match the co-horts brought in to Rad, which begins in summer.

Year (AY dates)	Subject Prefix	Course Name	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2020	RADI 101	Intro to Radiography, Ethics, and Law	21	1	21	100%	100%	0%	42
2021			20	1	20	100%	100%	0%	40
2022			22	1	22	95%	95%	5%	44
2020	RADI 103	Radiographic Procedures I	21	1	21	100%	95%	0%	42
2021			20	1	20	100%	80%	0%	40
2022			22	1	22	95%	91%	5%	44
2020	RADI 104	Radiographic Procedures II	21	1	21	90%	71%	10%	63
2021			15	1	15	93%	87%	7%	45
2022			20	1	20	75%	65%	25%	60
2020	RADI 105	Radiographic Procedures III	14	1	14	100%	86%	0%	42
2021			13	1	13	92%	92%	8%	39
2022			9	1	9	100%	100%	0%	27
2020	RADI 107	Radiographic Imaging I	21	1	21	100%	100%	0%	21
2021			20	1	20	100%	100%	0%	20
2022			22	1	22	95%	95%	5%	22
2020	RADI 109	Patient Care in Radiography I	21	1	21	100%	95%	0%	42
2021			20	1	20	100%	95%	0%	40
2022			22	1	22	95%	95%	5%	44
2020	RADI 113	Simulations in Radiography I	21	2	11	90%	90%	10%	21
2021			15	2	8	93%	93%	7%	15
2022			20	2	10	75%	75%	25%	20
2020	RADI 115	Patient Care in Radiography II	21	1	21	90%	86%	10%	63
2021			15	1	15	93%	93%	7%	45
2022			20	1	20	75%	75%	25%	60
2020	RADI 117	Radiographic Imaging II	21	1	21	90%	90%	10%	63
2021			15	1	15	93%	93%	7%	45
2022			20	1	20	75%	65%	25%	60

2020	RADI 119	Clinical Train I	21	1	21	90%	90%	10%	63
2021			15	1	15	93%	87%	7%	45
2022			20	1	20	75%	75%	25%	60
2020	RADI 120	Clinical Training II	14	1	14	100%	100%	0%	42
2021			13	1	13	92%	92%	8%	39
2022			9	1	9	100%	100%	0%	27
2020	RADI 125	Principles of Physics & Equipment Operation	14	1	14	100%	86%	0%	42
2021			13	1	13	92%	92%	8%	39
2022			9	1	9	100%	100%	0%	27
2020	RADI 127	Intro to CT & Cross-Sect Anatomy	14	1	14	100%	100%	0%	28
2021			12	1	12	92%	92%	8%	24
2022			9	1	9	100%	100%	0%	18
2020	RADI 201	Imaging Modalities	13	1	13	100%	100%	0%	39
2021			11	1	11	100%	100%	0%	33
2022			12	1	12	100%	100%	0%	36
2020	RADI 203	Clinical Training III	13	1	13	100%	100%	0%	39
2021			11	1	11	100%	100%	0%	33
2022			12	1	12	100%	100%	0%	36
2020	RADI 204	Clinical Training IV	13	1	13	100%	100%	0%	39
2021			11	1	11	100%	100%	0%	33
2022			12	1	12	100%	100%	0%	36
2020	RADI 205	Clinical Training V	12	1	12	100%	100%	0%	36
2021			10	1	10	100%	100%	0%	30
2022			12	1	12	100%	100%	0%	36
2020	RADI 207	Radiographic Imaging III	13	1	13	100%	100%	0%	39
2021			11	1	11	100%	100%	0%	33
2022			12	1	12	100%	100%	0%	36
2020	RADI 211	CT Procedures	13	1	13	100%	100%	0%	26
2021			11	1	11	100%	100%	0%	22
2022			12	1	12	100%	100%	0%	24
2020	RADI 213	Radiographic Pathophysiology	13	1	13	100%	100%	0%	26
2021			11	1	11	100%	100%	0%	22
2022			12	1	12	100%	100%	0%	24
2020	RADI 214	Simulations in Radiography I	14	2	7	100%	100%	0%	14
2021			13	2	7	92%	92%	8%	13
2022			9	2	5	100%	100%	0%	9
2020	RADI 217	Radiation Protection I	13	1	13	100%	100%	0%	26
2021			11	1	11	100%	100%	0%	22
2022			12	1	12	100%	100%	0%	24
2020	RADI 218	Radiation Protection II	12	1	12	100%	100%	0%	24
2021			10	1	10	100%	100%	0%	20
2022			12	1	12	100%	100%	0%	24

2020	RADI 219	Image Analysis	12	1	12	100%	100%	0%	24
2021			10	1	10	100%	100%	0%	20
2022			12	1	12	100%	100%	0%	24
2020	RADI 221	Radiography Compr. Review	12	1	12	100%	100%	0%	24
2021			10	1	10	100%	100%	0%	20
2022			12	1	12	100%	100%	0%	24
2020	RADI 223	Critical Thinking & Analysis in Radiography	12	1	12	100%	100%	0%	36
2021			10	1	10	100%	100%	0%	30
2022			12	1	12	100%	100%	0%	36

Course Completion, Success, & Attrition by Location

Year (AY dates)	Location	Total Enrollment	# of Sections	Average Class Size	% Student Completion	%Student Success	%Student Attrition	Student Credit Hours
2020	Online	13	1	13	100%	100%	0%	39
2021		11	1	11	100%	100%	0%	33
2022		12	1	12	100%	100%	0%	36
2020	Main Campus	324	22	15	98%	94%	2%	687
2021		275	22	13	97%	96%	3%	574
2022		300	22	14	92%	90%	8%	629
2020	Other (Arrgmt, Off- campus, etc.)	73	5	15	97%	97%	3%	219
2021		60	5	12	97%	95%	3%	180
2022		64	5	13	92%	92%	8%	195

Declared Awards, Transfers, and Placements

Year (AY Dates)	# of Degrees/Certs Awarded	# of Graduates Transferring from previous AY year	Total Graduates Exited and Employed* (CTE Only)
2020	12	3	7
2021	10	1	9
2022	12	3	9

*KBOR K-TIP report

Student Credit Hours by Faculty Type

Year (AY)	Number of Faculty		Student Credit Hours by Faculty Type				
	Full Time	Part Time	Full Time	% for Full Time	Part Time	% for Part Time	Total Credit Hours
2020	2	1	691	75%	236	25%	927
2021	2	1	609	76%	196	24%	805
2022	2	1	596	73%	216	27%	812

Faculty Name by Type for Most Recent Academic Year

Full Time: Tammy Kimrey, Ashley Moore

Part Time: Linda Gale Brown

Agenda Item: V.E.
Date: June 8, 2023

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

5/4/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135186	A T and T	Phone Service - Cherokee Center	11-7103-631-000	\$165.82	\$515.42
		Phone Service - WTC	12-4204-631-000	\$349.60	
135187	A T and T	Internet	11-6401-631-000	\$1,431.32	\$1,431.32
135188	Delyna R Bohnenblust	Reimburse - INACSL Conference Reg	12-1246-630-000	\$942.00	\$942.00
135189	Capital One	Concurrent Training Event Supplies	11-4202-701-000	\$32.78	
		Water for Cardinal Connect	11-5302-701-000	\$14.24	
		Nursing Supplies for Pinning	11-5303-706-001	\$10.72	
		Groundskeeping Supplies	11-7102-649-000	\$111.04	
		Simulation Supplies	12-1208-700-001	\$33.02	
		Gift Cards and Supplies	12-4204-699-000	\$785.94	
		Food	16-9684-743-000	\$40.80	
		Food	16-9684-743-000	\$3.74	
		Food	16-9684-743-000	\$11.82	
		Food	16-9684-743-000	\$31.02	
		Food	16-9684-743-000	\$169.79	
		Food	16-9684-743-000	\$33.64	
		Food	16-9684-743-000	\$27.52	
		Food	16-9684-743-000	\$134.37	
		Food	16-9684-743-000	\$13.48	
		Food	16-9684-743-000	\$155.98	
		Food	16-9684-743-000	\$6.18	
		Food	16-9684-743-000	\$71.70	
		Food	16-9684-743-000	\$157.00	
		Food	16-9684-743-000	\$22.51	
		Food	16-9684-743-000	\$28.43	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/4/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135189	Capital One	Food	16-9684-743-000	\$249.29	
		Food	16-9684-743-000	\$43.17	
		Food	16-9684-743-000	\$115.24	
		Food	16-9684-743-000	\$84.07	
		Food	16-9684-743-000	\$32.35	\$2,419.84
135190	City of Parsons	Water Service	11-7102-632-000	\$2,808.83	
		Water Service - WTC	12-4204-632-000	\$149.05	
		Water Service - Student Union	16-9482-632-000	\$238.27	\$3,196.15
135192	Cox Communications	Internet Service - Cherokee Center	11-6401-631-000	\$190.06	
		Cable Service - Cherokee Center	11-7103-701-000	\$125.60	\$315.66
135193	Crossland Construction Company	Athletic Expansion Project	67-9900-820-000	\$97,549.93	\$97,549.93
135195	Evergry Kansas Central INC	Electricity	11-7102-634-000	\$14,588.05	
		Electricity - WTC	12-4204-634-000	\$436.09	
		Electricity - Student Union	16-9482-634-000	\$722.99	\$15,747.13
135196	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135197	Jason Hinson	Reimburse Hotel - Dallas Recruiting	11-5508-603-000	\$177.98	\$177.98
135198	Theresa M Hundley	Reimburse Mileage - Dry Cleaning (Pi	11-5303-706-001	\$94.32	
		Reimburse - Regalia Dry Cleaning	11-5303-706-001	\$139.05	\$233.37
135199	Kansas Gas Service	Gas Service	11-7102-633-000	\$499.18	\$499.18
135200	Kansas Library Association	CULS Conference Reg. - S Zollars	11-4101-701-000	\$85.00	\$85.00
135201	Aaron Keal	Reimburse Mileage - KJCCC (Pratt, K	11-5506-601-000	\$303.92	\$303.92
135202	Tammy Kimrey	Reimburse Meals - KSRT Convention	12-1246-630-000	\$41.79	
		Reimburse Mileage - KSRT Conventic	12-1246-630-000	\$408.72	\$450.51
135203	Melissa Kipp	Reimburse - LinkedIn Learning Renew	11-4200-630-014	\$239.88	
		Reimburse - Class Supplies	12-1203-700-000	\$160.50	


LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	5/4/2023		Description	Account Number	Amount	Total
135203	Melissa Kipp			Reimburse - Advisory Lunch	12-1203-709-000	\$62.26	\$462.64
135207	Ashley Moore			Reimburse Meals - KSRT Convention	12-1246-630-000	\$65.95	\$65.95
135208	Proforma			Printed Table Cover	11-5302-711-000	\$212.99	
				Insulated Mugs	12-4204-701-000	\$1,754.60	\$1,967.59
135209	Rural Water District #5			Water Service - Cherokee Center	11-7103-632-000	\$25.95	\$25.95
135210	Verizon Wireless			J Burzinski Phone Charges	11-6401-701-000	\$407.28	
				Blue Emergency Lights	11-6501-631-000	\$95.58	
				Custodians Phone Charges	11-7102-649-000	\$185.84	\$688.70
135211	Wave Wireless			Internet Service - WTC	11-6401-631-000	\$69.00	\$69.00
						<u>\$127,347.24</u>	

11-General Fund	\$22,214.43
12-Postsecondary Technical Education Fund	\$5,189.52
16-Auxiliary Ent Fund	\$2,393.36
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$97,549.93
	<u>\$127,347.24</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	5/8/2023	Account Number	Amount	Total
135212	Alexander J Coplon	Baseball Travel - 5/9 to 5/12		11-5502-601-000	\$3,500.00	\$3,500.00
135213	Ryan S. Phillips	Softball Travel - 5/9 to 5/12		11-5509-601-000	\$2,400.00	\$2,400.00
					<u>\$5,900.00</u>	
	11-General Fund		\$5,900.00			
	12-Postsecondary Technical Education Fund		\$0.00			
	16-Auxillary Ent Fund		\$0.00			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$5,900.00</u>			

Checks approved for release prior to Board action

Mark Watkins
President

Deanna DeWald
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/11/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135219	A T and T	Internet	11-6401-631-000	\$4,090.77	\$4,090.77
135220	Tyler S Allen	Reimburse Mileage - Signings & Awar	11-5302-601-000	\$412.65	\$412.65
135221	Amazon.com LLC	Glaze Recipe & Techniques Books	11-1101-700-000	\$47.27	
		Thermal Receipt Paper (10 rolls)	11-1102-700-000	\$10.99	
		T1-30Xa Scientific Calculators	11-1102-700-000	\$189.36	
		Chair Sashes (Pack of 100)	11-5303-706-001	\$124.78	
		Chair Covers & Sashes	11-5303-706-001	\$783.93	
		To-Go Cups (132 ct.)	11-5304-701-000	\$28.15	
		ATR Supplies	11-5507-701-000	\$511.95	
		Ethernet Switch & Outdoor Cameras	11-6401-646-002	\$1,319.95	
		APC UPS Replacement Battery	11-6401-701-000	\$44.48	
		Wireless Access Points	11-6402-850-000	\$439.48	
		Auction Items	11-6505-701-000	\$135.94	
		Elkay WaterSentry Bottle Filters (24 p	11-7102-649-000	\$1,453.88	\$5,090.16
135222	B P	Gasoline	11-6502-720-000	\$610.45	\$610.45
135223	Baxter Springs District 508	Spring Math Instructor/Sara Davis	11-1133-523-002	\$2,475.00	\$2,475.00
135224	Blackburn's Discount Tire & Auto	Vehicle Repair - RV 28	11-6502-720-000	\$100.00	\$100.00
135225	Deiyana R Bohnenblust	Reimburse Meal - Curriculum Retreat	12-1208-700-000	\$85.58	\$85.58
135226	Card Services	Groundskeeping Supplies	11-7102-649-000	\$195.19	\$195.19
135227	Coleen Carter	Reimburse Mileage - Cherokee Cente	11-6401-601-000	\$40.61	\$40.61
135228	Commerce Bank	Rental Car - Men's BB Recruiting	11-5508-603-000	\$244.08	\$244.08
135229	Haley Renee Cook	Reimburse Mileage - Recruiting (3)	11-5504-603-000	\$446.71	\$446.71
135230	Colin H Coronado	Reimburse Mileage - Scholarship Trip	11-5302-601-000	\$117.90	\$117.90
135232	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$577.98	\$577.98
135234	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/11/2023 Account

Check Number	Vendor	Description	Account Number	Amount	Total
135234	Brandy Marie Habiger	Mowing & Edging	11-7102-550-000	\$50.00	\$250.00
135235	Harrison William Hall	Reimburse Mileage - Scholarship Trip	11-5302-601-000	\$30.13	\$30.13
135236	Jennifer Harding	Reimburse Mileage - Clinicals (17)	12-1211-602-000	\$1,339.48	\$1,339.48
135237	Ross Harper	Reimburse Mileage - KCCLI (Butler)	12-4204-601-000	\$157.20	
		Reimburse Meals - KCCLI Meeting	12-4204-605-000	\$32.09	
		Reimburse Hotel - KCCLI (Holiday Inr	12-4204-605-000	\$123.69	\$312.98
135238	JH Sign Designs, LLC	Donor Plaques for Athletic Complex	67-9900-850-000	\$1,470.00	\$1,470.00
135239	Kansas Gas Service	Gas Service - Cherokee Center	11-7103-633-000	\$129.98	\$129.98
135243	Ashley Moore	Reimburse Mileage - Clinicals (5)	12-1210-602-000	\$412.65	\$412.65
135244	Overland Charters	Bus Trip - Baseball - Cowley College	11-5502-601-000	\$1,580.74	
		Bus Trip - Baseball - Cowley College	11-6502-720-000	\$1,258.26	\$2,839.00
135246	Ashley N Savage	Reimburse Mileage - NACADA Confer	11-5304-601-000	\$441.08	
		Reimburse Meals - NACADA Conferen	11-5304-601-000	\$45.12	\$486.20
135247	Marlys Shomber-Jones	Catering - Distinguished Alumni Luncl	11-6505-701-000	\$845.14	\$845.14
135250	Sparklight	Cable Service	11-6401-631-000	\$192.12	\$192.12
135251	The Wright Signs	Vinyl Wrap for Ambulance - Installation	12-4204-701-002	\$2,200.00	\$2,200.00
135252	Touchtone Communications	Long Distance	11-6501-631-000	\$87.62	\$87.62
135253	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000	\$10.50	\$10.50
135254	Veritiv	Fuel Surcharge	11-6503-705-000	\$11.47	
		Paper and Envelopes	11-6503-705-000	\$1,002.68	\$1,014.15
135255	Village Travel LLC	Bus Trip - Baseball - Johnson County	11-5502-601-000	\$1,790.55	
		Bus Trip - Baseball - Johnson County	11-6502-720-000	\$1,409.45	\$3,200.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	5/11/2023	Account Number	Amount	Total
135256	Scotty M Zollars	Reimburse - Author Night Items		11-4101-701-000	\$38.58	\$38.58
	11-General Fund		\$23,524.92			
	12-Postsecondary Technical Education Fund		\$4,350.69			
	16-Auxiliary Ent Fund		\$0.00			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$1,470.00			
			<u>\$29,345.61</u>			
					<u>\$29,345.61</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Heaven Doherty
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/18/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135258	A T and T	Phone Service	11-6501-631-000	\$4,004.09	
		Phone Service	11-6501-631-000	\$102.68	\$4,106.77
135259	Tyler S Allen	Reimburse Mileage - Lamar & St Paul	11-5302-601-000	\$110.04	\$110.04
135260	Central Restaurant Products	Trimline Beverage Dispensers, Clear	16-9684-701-000	\$178.60	
		Dripout Servers, Plastic Top, 48 oz.	16-9684-701-000	\$56.18	
		Cut-N-Carry Cutting Boards	16-9684-701-000	\$80.97	\$315.75
135261	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00
135262	Ross Harper	Reimburse Mileage - Pitt & Ft. Scott	12-4204-601-000	\$125.76	\$125.76
135265	Theresa M Hundley	Reimburse Lunch - Graduation Volunt	11-5303-706-001	\$34.96	\$34.96
135267	Kansas Department of Revenue	Bookstore Sales Tax - Apr	16-0000-216-001	\$126.12	
		Food Service Sales Tax - Apr	16-0000-216-002	\$357.90	\$484.02
135268	Kansas Gas Service	Gas Service	11-7102-633-000	\$495.26	
		Gas Service - WTC	12-4204-633-000	\$127.92	
		Gas Service - Student Union	16-9482-633-000	\$117.77	\$740.95
135270	Jessica A Letterman	Reimburse - SHRM-CP Exam Fee	11-6201-601-000	\$149.00	\$149.00
135271	Tracie D Moon	Reimburse Flight - JAM Conference	11-6401-601-000	\$710.95	\$710.95
135272	Phillips 66 - Conoco - 76	Gasoline	11-6502-720-000	\$1,717.36	\$1,717.36
135273	Sam's Club Direct	Member's Mark Plates & Forks	11-6201-701-000	\$74.16	\$74.16
135276	WoodRiver Energy LLC	Natural Gas Service	11-7102-633-000	\$435.05	
		Natural Gas Service - WTC	12-4204-633-000	\$80.68	\$80.68

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	5/18/2023	Account Number	Amount	Total
135276	WoodRiver Energy LLC	Natural Gas Service - Student Union		16-9482-633-000	\$63.17	\$578.90
	11-General Fund		\$8,033.55			
	12-Postsecondary Technical Education Fund		\$334.36			
	16-Auxiliary Ent Fund		\$980.71			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
					<u>\$9,348.62</u>	

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Schooley
Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/25/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135279	A T and T	Internet	11-6401-631-000	\$2,044.35	\$2,044.35
135280	Tyler S Allen	Mileage Reimbursement - Deliver HS	11-5302-601-000	\$112.66	\$112.66
135282	Linda Gale Brown	Reimburse Mileage - Presenter/Clinic	12-1210-601-000	\$186.68	\$186.68
135283	Capital One	Items for Student Awards	11-1126-604-000	\$64.12	
		Office Supplies	11-4201-701-000	\$28.06	
		Umbrellas for Admissions	11-5302-701-000	\$30.00	
		Graduation Supplies	11-5303-706-001	\$49.48	
		Graduation Supplies	11-5303-706-001	\$239.83	
		Finals Frenzy - Nacho Bar	11-5304-701-000	\$23.76	
		Supplies for Advising Workshop	11-5304-701-000	\$20.48	
		Cardinal Citation Recipient Gift Baske	11-6505-701-000	\$20.12	
		Groundskeeping Supplies	11-7102-649-000	\$259.20	
		Groundskeeping Supplies	11-7102-649-000	\$186.70	
		Groundskeeping Supplies	11-7102-649-000	\$30.21	
		Groundskeeping Supplies	11-7102-649-000	\$283.90	
		Groundskeeping Supplies	11-7102-649-000	\$74.94	
		4-ft Folding Table	11-7102-649-000	\$45.87	
		Groundskeeping Supplies	11-7102-649-000	\$62.61	
		Simulation Supplies	12-1208-700-001	\$450.69	
		Supplies	16-9684-701-000	\$62.55	
		Supplies	16-9684-701-000	\$91.53	
		Supplies	16-9684-701-000	\$124.48	
		Food	16-9684-743-000	\$14.63	
		Food	16-9684-743-000	\$92.69	
		Food	16-9684-743-000	\$51.35	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/25/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135283	Capital One	Food	16-9684-743-000	\$46.66	
		Food	16-9684-743-000	\$59.98	
		Food	16-9684-743-000	\$18.22	
		Food	16-9684-743-000	\$46.70	
		Food	16-9684-743-000	\$51.65	
		Food	16-9684-743-000	\$87.39	
		Food	16-9684-743-000	\$269.84	
		Food	16-9684-743-000	\$171.02	
		Food	16-9684-743-000	\$11.94	
		Food	16-9684-743-000	\$129.78	\$3,200.38
135284	Commercial Bank	Loan 110221672 - Principle	11-6201-761-000	\$38,314.63	
		Loan 110221672 - Interest	11-6201-762-000	\$1,331.63	\$39,646.26
135285	Elan Financial Services	Round Belt 1/8" D, 43" OC (4)	11-1101-648-000	\$39.17	
		Reach - Autoclave Servicing	11-1102-646-000	\$359.00	
		Screencast Pro Renewal	11-1124-700-000	\$49.00	
		Hilton - PTK Catalyst - Columbus, OH	11-1126-604-000	\$79.48	
		KS Historical Foundation Membership	11-4200-630-016	\$80.00	
		Helm - Active Shooter Training - J Shé	11-4201-601-000	\$1,044.36	
		Ed2Go Course - C Spinks	11-4202-701-000	\$129.00	
		Holiday Inn - Recruiting - T Allen	11-5302-601-000	\$132.24	
		NACADA - Advising Student Athletes	11-5304-601-000	\$495.00	
		Embassy Suites - NACADA - A Savag	11-5304-601-000	\$324.54	
		NACADA Membership - A Bolinger	11-5304-681-000	\$95.00	
		NACADA Membership - A Savage	11-5304-681-000	\$95.00	
		Best Western - Baseball Regionals -	11-5502-601-000	\$2,612.50	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/25/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135285	Elan Financial Services	Jimmy John's - Volleyball Meal 4/22/23	11-5504-601-000	\$245.28	
		Holiday Inn - Region VI Meeting - A K	11-5506-601-000	\$104.13	
		Rogue Fitness - Conditioning Items	11-5507-701-000	\$1,990.12	
		Holiday Inn - Softball Regionals - AR	11-5509-601-000	\$3,462.48	
		PayPal*InSearch - Betty Hoff Memorial	11-6102-709-000	\$50.00	
		box License Renewals	11-6401-701-000	\$1,800.00	
		40X-2000X Trinocular Compound Mic	11-6404-850-001	\$1,017.98	
		Retirement Gift - Dr. Doug Ecoff	11-6504-692-001	\$200.00	
		Home Depot - Bags of Mulch 4/24/23	11-7102-649-000	\$366.03	
		Home Depot - Bags of Mulch 4/20/23	11-7102-649-000	\$732.06	
		Walmart.com - VIZIO 65" Smart TV	12-1203-700-000	\$434.82	
		NCLEX-RN Exam - Nursing Student	12-1208-700-002	\$200.00	
		NBRC - Annual Fee - R Harper	12-1211-681-000	\$125.00	
		NBRC TMC Exams	12-1211-696-000	\$760.00	
		ProctorFree - Remote Proctoring Soni	12-1214-700-000	\$378.00	
		Brown Industries - Sono Grad Pins	12-1214-700-000	\$192.00	
		AARC Summer Forum Registration	12-1246-630-000	\$430.00	
		SDMS Virtual Conf. - B Vediz	12-1246-630-000	\$99.00	
		ESP Inc. Virtual Conf. - B Vediz	12-1246-630-000	\$325.00	
		Clinical Simulation Exams-RESP	12-1246-701-008	\$1,660.50	
		KDADS CNA Fees	12-4204-701-002	\$656.00	
		KDADS Fees	12-4204-701-002	\$102.50	
		Clear Food Pans & Lids	16-9684-701-000	\$123.81	\$20,989.00
135286	GFL Environmental	Trash Removal - Cherokee Center	11-7103-649-000	\$288.88	\$288.88
135287	Brandy Marie Habiger	Landscaping	11-7102-550-000	\$200.00	\$200.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/25/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135288	Ross Harper	Reimburse Mileage - Columbus/Galer	12-4204-601-000	\$75.33	\$75.33
135289	Heartland Trailways	Bus Trip- Baseball Regionals- Great E	11-5502-601-000	\$3,800.71	
		Bus Trip- Baseball Regionals- Great E	11-5506-600-000	\$301.16	
		Bus Trip- Baseball Regionals- Great E	11-6502-720-000	\$1,290.00	\$5,391.87
135291	Kansas Gas Service	Gas Service - 1306 Main	11-7102-633-000	\$45.32	
		Gas Service - 1230 Main	11-7102-633-000	\$85.31	\$130.63
135292	Kansas Secretary of State	Notary Bond - L Weaver	12-1210-700-000	\$12.50	
		Notary Bond - L Weaver	12-1211-700-000	\$12.50	\$25.00
135293	Kiwanis Club of Parsons	Dues - Ross Harper	12-4204-701-000	\$120.00	\$120.00
135294	Craig Krug	Reimburse - Living with Art Textbook	11-1101-700-000	\$75.00	\$75.00
135299	Overland Charters	Bus Trip - Softball - Highland, KS	11-5509-601-000	\$2,748.94	
		Bus Trip - Softball - Highland, KS	11-6502-720-000	\$1,179.06	\$3,928.00
135300	Village Travel LLC	Bus Trip - Softball - Hot Springs, AR	11-5506-600-000	\$4,685.00	
		Bus Trip - Softball - Hot Springs, AR	11-6502-720-000	\$1,290.00	\$5,975.00
				<u>\$82,389.04</u>	

11-General Fund	\$74,714.30
12-Postsecondary Technical Education Fund	\$6,220.52
16-Auxillary Ent Fund	\$1,454.22
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$82,389.04</u>

Checks approved for release prior to Board action

Mark Watkins
President

Deanna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135302	4-Imprint, Inc.	Tote Bags for Concurrent Event	11-4209-701-000	\$377.35	\$377.35
135303	A A C R A O	Membership Renewal	11-5701-601-000	\$906.00	\$906.00
135305	Ace Hardware, Inc.	Plastic Bucket w/Lid (5 gallon)	11-1101-700-000	\$18.36	
		Joint Compound - White (32 oz.)	11-1101-700-000	\$10.99	
		Flowering Plants and Greenery	11-5303-706-001	\$195.73	
		Paint for Sophomore Day	11-5509-701-000	\$25.97	
		SB Field Hose Reel Elbow	11-5509-701-000	\$6.99	
		Roller Stands for SB Tripod Hose	11-5509-701-000	\$65.98	
		Wiring Supplies	11-6401-701-000	\$37.32	
		Maintenance Supplies	11-7102-649-000	\$25.98	
		Groundskeeping Supplies	11-7102-649-000	\$34.26	
		Groundskeeping Supplies	11-7102-649-000	\$26.56	
		Groundskeeping Supplies	11-7102-649-000	\$113.71	
		Groundskeeping Supplies	11-7102-649-000	\$67.97	
		Groundskeeping Supplies	11-7102-649-000	\$64.56	
		Maintenance Supplies	11-7102-649-000	\$99.99	
		Groundskeeping Supplies	11-7102-649-000	\$60.01	
		Groundskeeping Supplies	11-7102-649-000	\$5.59	
		Groundskeeping Supplies	11-7102-649-000	\$41.98	
		Groundskeeping Supplies	11-7102-649-000	\$115.95	
		Groundskeeping Supplies	11-7102-649-000	\$144.23	
		Landscaping Supplies	11-7102-649-000	\$114.95	
		Groundskeeping Supplies	11-7102-649-000	\$43.36	
		Maintenance Supplies	11-7102-649-000	\$59.97	
		Maintenance Supplies	11-7102-649-000	\$16.58	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135305	Ace Hardware, Inc.	Groundskeeping Supplies	11-7102-649-000	\$45.98	
		Groundskeeping Supplies	11-7102-649-000	\$81.98	
		Groundskeeping Supplies	11-7102-649-000	\$32.50	
		Maintenance Supplies	11-7102-649-000	\$31.98	
		Custodial Supplies	11-7102-702-000	\$37.97	
		Custodial Supplies	11-7102-702-000	\$26.99	\$1,654.39
135306	All Seasons Floral, LLC	Flowers for Sophomores	11-5509-701-000	\$55.00	
		Plant - Jacob Blackburns Service	11-6102-709-000	\$55.00	\$110.00
135307	Anna Woods Fitness, LLC	Team Workouts Program (11 Weeks)	11-5504-701-000	\$350.00	\$350.00
135308	B and H Photo Video	Impact Turtle Base C-Stand Kit	11-6404-850-001	\$127.46	
		Impact 22" Beauty Reflector Kit	11-6404-850-001	\$99.85	
		Impact VC-500WLN Monolight	11-6404-850-001	\$560.63	
		Canon EOS Rebel T7 DSLR Camera	11-6404-850-001	\$2,731.30	
		Epson UltraChrome K3 Vivid Magenta	12-1203-700-000	\$104.76	
		PocketWizard Plus Ille 2-Transceiver	12-1203-700-000	\$215.99	
		Watson AA Rechargeable NiMH Batt	12-1203-700-000	\$15.53	
		Impact Deluxe Umbrella Mount	12-1203-700-000	\$37.42	
		Westcott Backdrop Grunge Concrete	12-1203-700-000	\$112.43	
		Savage Seamless Background Black	12-1203-700-000	\$50.76	
		Savage Seamless Background Gray	12-1203-700-000	\$48.06	
		Savage Seamless Background White	12-1203-700-000	\$48.06	
		Impact Wall Mounting Kit w/Metal Chi	12-1203-700-000	\$134.80	
		Epson Premium Luster Photo Inkjet F	12-1203-700-000	\$84.24	
		Epson Ultra Premium Luster Photo P	12-1203-700-000	\$136.08	
		Epson UltraChrome K3 Light Black Ir	12-1203-700-000	\$104.76	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135308	B and H Photo Video	Epson UltraChrome K3 Yellow Ink	12-1203-700-000	\$104.76	
		Epson UltraChrome K3 Light Cyan Ink	12-1203-700-000	\$104.76	\$4,821.65
135309	Bailey Pottery Equipment Corp.	Shimpo SR-3050 Slab Roller	11-1101-700-000	\$975.59	\$975.59
135310	Bleacher Gear	Plaques for Paper of the Year Winner	11-4101-701-000	\$50.00	
		Student Plaques - Radiography Pinnir	12-1210-700-000	\$85.00	\$135.00
135311	Bowen Pharmacy, Inc.	Simulation Supplies	12-1208-700-001	\$120.00	
		Simulation/Lab Supplies	12-1208-700-001	\$272.73	\$392.73
135312	C D W Government Inc	VMWare Renewal	11-6401-701-000	\$1,419.62	\$1,419.62
135313	Carolina Biological Supply Company	Antibiotic Disc Dispenser	11-1102-700-000	\$787.50	
		Shipping	11-1103-700-000	\$302.30	
		Preserved Cats	11-1103-700-000	\$2,281.50	
		Blood Pressure Classroom Pack	11-1103-850-000	\$311.17	\$3,682.47
135314	CFC Security, Inc.	Cyber Services and Software	11-6402-850-000	\$6,125.00	\$6,125.00
135315	Chetopa High School	1/4 Page Yearbook Ad	11-6301-613-000	\$75.00	\$75.00
135316	Cintas Corporation No. 2	Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$118.07	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$118.07	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$118.07	
		Soap Dispenser & Sanitizer Refills	11-7102-702-000	\$109.63	\$463.84
135317	City of Parsons	Municipal Building Rental - RN Pinnin	11-5303-706-001	\$100.00	
		Technical Services for Commenceme	11-5303-706-001	\$225.00	\$325.00
135318	Daniel Colon	Color Clicks	11-4203-701-000	\$54.23	
		Black Clicks	11-4203-701-000	\$35.19	\$89.42
135319	Copy Products Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$119.83	\$119.83
135320	Daves Communications Services	Telephone System Module Replacem	11-6401-646-002	\$2,118.00	
		Polycom Soundstation	11-6403-850-000	\$340.00	\$2,458.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135321	Dell Marketing L P	Dell Latitude 3540	11-4200-630-001	\$938.41	\$938.41
135322	Digital Connections Inc.	Lanier Copier Maintenance	11-6503-648-000	\$42.84	\$42.84
135323	Document Destruction Inc	Bulk Shredding	11-6503-705-000	\$285.00	\$285.00
135324	Doyle Glass Co. LLC	Replace Glass Window - Ted Hill Buik	11-7102-649-000	\$432.91	\$432.91
135325	E N V Services Inc.	Annual Maintenance of Laminar Flow	11-1102-646-000	\$665.00	\$665.00
135326	Evans Ceramic Supply	Cone 5 B-Mix Clay & Kiln Wash	11-1101-700-000	\$1,391.40	
		Glaze Ingredients	11-1101-700-000	\$347.34	\$1,738.74
135327	Family Traditions	2nd Grade Book Sponsorships	11-6301-704-000	\$310.58	\$310.58
135328	Fastenal Company	Batteries, Analog Clocks, Folding Tabl	11-7102-649-000	\$1,070.66	
		Soldering Iron & Supplies	12-1219-700-000	\$337.96	
		Welding Supplies	12-1219-700-000	\$35.14	
		Tube Clamps	12-1219-700-000	\$3.41	
		Self-Tapping Screws	12-1219-700-000	\$14.57	\$1,461.74
135329	Flinn Scientific Inc	Chemistry Lab Supplies	11-1106-700-000	\$802.03	
		Chemistry Lab Equipment	11-1106-850-000	\$1,083.37	\$1,885.40
135330	Good News Publishing, Inc.	March Advertising	11-6301-613-000	\$25.00	\$25.00
135331	Grand Rental Station	Rental Chairs - Commencement	11-5303-706-001	\$1,750.36	\$1,750.36
135332	Graves Foods	Supplies	16-9684-701-000	\$218.92	
		Supplies	16-9684-701-000	\$323.55	
		Food	16-9684-743-000	\$985.77	
		Food	16-9684-743-000	\$859.92	\$2,388.16
135333	Green's Vegetation Control/William Gr	Crabgrass Preventer for Baseball Fiel	11-5502-701-000	\$440.00	
		Granular Fertilizer for Baseball Field	11-5502-701-000	\$320.00	\$760.00
135334	Herff Jones Inc.	Diploma	11-5303-706-001	\$15.09	
		Diplomas	11-5303-706-001	\$849.45	\$864.54

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135335	Herring Bank	ID Card Supplies	11-6401-701-000	\$551.30	\$551.30
135336	Hillyard/Springfield	Paper Towels, Detergent	11-7102-702-000	\$1,115.90	\$1,115.90
135337	Jenzabar, Inc.	J1 Implementation Services	11-6401-646-001	\$231.25	
		Herring Bank Custom Maintenance	11-6402-850-000	\$1,080.00	\$1,311.25
135338	Jock's Nitch/Parsons	Baseball - Adidas Pants	11-5502-701-000	\$3,150.00	
		Shipping	11-5502-701-000	\$125.00	
		Baseball - Afterburner Turfs	11-5502-701-000	\$2,223.00	
		Baseball - Adidas Cleats	11-5502-701-000	\$2,047.50	
		Shipping	11-5502-701-000	\$24.00	
		Baseball Team Socks	11-5502-701-000	\$512.50	
		Shipping	11-5502-701-000	\$115.00	
		Shipping	11-5502-701-000	\$120.00	
		Baseball - Diamond Practice Balls (doz)	11-5502-701-000	\$1,250.00	
		Baseball - Rawling Practice Balls (doz)	11-5502-701-000	\$172.00	
		Shipping	11-5502-701-000	\$55.00	
		Baseball - Adidas Jerseys (Black)	11-5502-701-000	\$288.00	
		Shipping	11-5502-701-000	\$14.36	
		Baseball - Adidas Icon Pro Pants (Wh)	11-5502-701-000	\$345.00	
		Shipping	11-5502-701-000	\$25.00	
		Baseball - Adidas Jerseys (Red)	11-5502-701-000	\$440.00	
		Women's Basketball - Team Gear	11-5503-701-000	\$2,252.50	
		Women's Basketball - Team Backpack	11-5503-701-000	\$583.00	
		Women's Basketball - Adidas Shoes	11-5503-701-000	\$1,283.00	
		Wrestling - Badger C2 Shorts (Red)	11-5505-701-000	\$1,060.00	
		Wrestling - Team Gear	11-5505-701-000	\$3,656.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135338	Jock's Nitch/Parsons	Wrestling - Nationals Gear	11-5505-701-000	\$647.00	
		Wrestling - Adidas Backpacks	11-5505-701-000	\$1,196.00	
		Wrestling Recruiting Shirts	11-5505-701-000	\$720.00	
		Men's Basketball - Team Gear	11-5508-701-000	\$509.61	
		Men's Basketball - Team Gear	11-5508-701-000	\$1,464.00	\$24,277.47
135339	K L K C	April Advertising	11-6301-613-000	\$400.00	\$400.00
135340	Kansas Outdoor Advertising	May Billboard Rental	11-6301-613-000	\$575.00	\$575.00
135341	Kesler Photography	Nursing Senior Photos	12-1208-700-002	\$540.00	\$540.00
135342	Kitchen Pass, Inc.	Enrollment Day Lunch	11-5302-601-000	\$70.25	
		Cardinal Citation Committee Lunch	11-6505-701-000	\$95.80	
		Curriculum Retreat Luncheon	12-1208-700-000	\$170.53	
		Allied Health Advisory Luncheon	12-4204-709-000	\$77.74	\$414.32
135343	KJCCC	Baseball Officials	11-5502-680-000	\$462.60	\$462.60
135344	KMI Metals	Metal Sheets, Tubes, Channels	12-1219-700-000	\$10,101.91	\$10,101.91
135345	KONE Inc	Maintenance Agreement	11-7202-648-000	\$169.00	
		Maintenance Agreement	11-7202-648-000	\$523.50	\$692.50
135346	Labette Avenue	Cardinal Citation Award Ad	11-6301-613-000	\$75.00	
		Scholarship Auction Ad	11-6301-613-000	\$47.50	
		Respiratory Simulation Coord Ad	11-6504-613-000	\$57.50	
		Position Announcements	11-6504-613-000	\$138.00	\$318.00
135347	Labette Health	CPR cards	11-1112-700-000	\$42.00	\$42.00
135348	Landauer Inc	Student Radiation Monitor	12-1210-700-000	\$46.35	\$46.35
135349	Laser Creations	Distinguished Faculty Award Plaque	11-6504-692-002	\$55.99	\$55.99
135350	Laser Designs/PSHTC	Name Badge - S Shaw	11-4203-701-000	\$5.00	
		Name Badge - G Clark	11-6201-701-000	\$5.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/31/2023		Total
			Account Number	Amount	
135350	Laser Designs/PSHTC	Name Badge - A Johnston	11-6301-701-000	\$5.00	\$15.00
135351	Marmic Fire and Safety Co Inc	Annual Inspection	11-7202-648-000	\$423.50	
		Quarterly Inspection	11-7202-648-000	\$464.20	
		Sprinkler System Service	11-7202-648-000	\$1,896.68	\$2,784.38
135352	McCarty's Office Machines Inc	Canon Maintenance Contract	11-6503-648-000	\$443.10	
		Nursing Copier Maintenance Contract	11-6503-648-000	\$1,431.93	
		Radiography Copier Maintenance Cor	11-6503-648-000	\$1,272.20	
		Ted Hill Bldg Copier Contract	11-6503-648-000	\$509.23	
		Supplies	11-6503-701-000	\$57.06	
		Supplies	11-6503-701-000	\$80.05	
		Notary Stamp - Lori Weaver	11-6503-701-000	\$29.00	
		Desk w/Right Return & File Cabinets	11-7102-649-000	\$3,282.40	
		Toner - Black (GPR-55/C5500 SRS)	12-1203-700-000	\$161.50	
		Copy Usage - WTC	12-1219-700-000	\$3.34	\$7,269.81
135353	McGraw-Hill Companies	Connect Math Code Supplies	11-1124-700-001	\$1,040.00	\$1,040.00
135354	Medco Sports Medicine	ATR Supplies	11-5507-701-000	\$1,000.74	\$1,000.74
135355	Midwest Tape, LLC	Hoopla eBook Document	11-4101-710-000	\$96.95	\$96.95
135356	N A S F A A	NASFAA Annual Membership	11-5201-701-000	\$2,417.00	\$2,417.00
135357	Napa Auto Parts	Vehicle Maintenance Supplies	11-6502-720-000	\$185.96	\$185.96
135358	OWN, Inc.	Asphalt Testing - ATH Parking Lot	11-7102-649-000	\$1,332.50	\$1,332.50
135359	Ozarks Coca-Cola/Dr Pepper Bottling	Bag in the Box	16-9684-743-000	\$172.77	\$172.77
135360	P1 Service, LLC	Unit Maintenance - Z Building	11-7102-649-000	\$1,016.84	
		Unit Maintenance - Chiller	11-7102-649-000	\$4,144.18	
		Maintenance Agreement	11-7103-649-000	\$656.00	
		Maintenance Agreement	11-7103-649-000	\$656.00	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135360	P1 Service, LLC	Maintenance Agreement	11-7202-648-000	\$5,903.00	
		Maintenance Agreement	11-7202-648-000	\$5,903.00	\$18,279.02
135361	Parsons Babe Ruth League	Banner Sponsorship	11-6301-661-000	\$100.00	\$100.00
135362	Parsons Sun	School Talk Ad	11-6301-613-000	\$76.00	
		Scholarship Auction Ad	11-6301-613-000	\$60.00	
		Scholarship Auction Ad	11-6301-613-000	\$120.00	
		Academic Advisor Advertisement	11-6504-613-000	\$66.00	
		Head Women's Basketball Coach Ad	11-6504-613-000	\$54.00	
		Respiratory Skills Lab Coord Ad	11-6504-613-000	\$54.00	\$430.00
135363	Pitney Bowes Bank, Inc	Postage - Account #20352357	11-6503-611-000	\$2,000.00	\$2,000.00
135364	Print Image Solutions, Inc	LEXMARK C3224dw Black Toner	11-5303-701-000	\$296.00	
		CX331 Yellow Cartridge	11-5304-701-000	\$182.00	
		CX331 Magenta Cartridge	11-5304-701-000	\$182.00	
		CX331 Cyan Cartridge	11-5304-701-000	\$182.00	
		CX331 Black Cartridge	11-5304-701-000	\$152.00	
		LEXMARK B2865dw Toner	11-6401-701-000	\$1,270.00	
		LEXMARK B2865 Imaging Unit	11-6401-701-000	\$178.00	\$2,442.00
135365	QueenB Television of Kansas/Missouri	April Advertising - KOAM	11-6301-613-000	\$1,100.00	\$1,100.00
135366	Sheerin Scientific Inc.	Annual Microscope Servicing	11-1102-646-000	\$1,600.00	\$1,600.00
135367	Styers Equipment Company	OKI SP1360 Toner/Drums	11-6503-648-000	\$3,283.16	
		SP1360 Cyan Toner	11-6503-648-000	\$578.10	\$3,861.26
135368	Technology Group Solutions, LLC	Firewall Health Assessment	11-6401-646-002	\$1,800.00	
		TGS - Connect VPN Service	11-6401-646-002	\$5,482.50	
		Firewall Test	11-6401-646-002	\$1,000.00	\$8,282.50
135369	The Wright Signs	All-American Wrestler Board Decals	11-5505-701-000	\$50.00	\$50.00

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account		Amount	Total
			Number	Number		
135370	Thompson Bros. Supplies, INC	Cylinder Lease Renewal	12-1211-700-000		\$49.50	
		Welding Jackets	12-1219-700-000		\$34.16	
		Welding Consumables	12-1219-700-000		\$946.00	
		Cylinder Rental	12-1219-700-002		\$238.70	\$1,268.36
135371	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000		\$390.00	\$390.00
135372	ULine, Inc.	Lateral File Cabinet - SU211	11-7102-649-000		\$1,209.71	
		Shipping/Handling	12-1203-700-000		\$119.71	
		Economy Folding Table - 72 x 30", Ble	12-1203-700-000		\$230.00	
		Economy Folding Table - 96 x 30", Ble	12-1203-700-000		\$310.00	
		Velcro Tape Dots - Hook, Black, 3/8"	12-1203-700-000		\$54.00	
		Velcro Tape Dots-Hook, Black, 3/8"	12-1203-700-000		\$54.00	\$1,977.42
		Mats, Mops, Cloths	11-7103-649-000		\$61.46	
		Mats, Mops, Cloths	11-7103-649-000		\$61.46	
		Uniforms	11-7202-648-000		\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$151.24	
135373	UniFirst Corporation	Uniforms	11-7202-648-000		\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$65.10	
		Uniforms	11-7202-648-000		\$151.24	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$151.24	
		Uniforms	11-7202-648-000		\$65.10	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$151.24	
		Aprons, Mats, Mops, Cloths	11-7202-648-000		\$151.24	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$50.00	\$1,188.28

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2023

Check Number	Vendor	Description	Account Number	Amount	Total
135374	Uplink, LLC	Monthly Monitoring Fee	11-7102-649-000	\$45.00	
		Athletic Building Flow Switch Service	11-7102-649-000	\$170.00	\$215.00
135375	USD 506 Labette County	Welding Classes - Becker	11-1133-523-002	\$9,125.32	
		Electronics Classes - Warren	11-1133-523-002	\$15,275.02	
		Welding Instructor - Rocky Becker	12-1219-520-000	\$60,476.00	
		FY22 Revenue Sharing - Welding	12-1220-523-000	\$17,865.27	\$102,741.61
135376	USD 506 Labette County	Yearbook Ad - 1/4 Page	11-6301-704-000	\$75.00	\$75.00
135377	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000	\$690.00	\$690.00
135378	Vietti Marketing Group	Apr Digital Media & Streaming	11-6301-613-000	\$2,200.00	
		April Advertising - KSNF	11-6301-613-000	\$500.00	
		April Advertising - ILSN	11-6301-613-000	\$500.00	
		April Advertising - KODE	11-6301-613-000	\$495.00	\$3,695.00
135379	Mark Watkins	Vehicle Expense	11-6501-590-001	\$900.00	\$900.00
135380	Weatherproofing Technologies, Inc	Event Center Roof -Materials	11-6201-659-015	\$36,086.41	\$36,086.41
135381	Wood Insurance Center, LLC	Notary Bond - Haley Walker	11-6101-702-000	\$50.00	
		Notary Bond - Lori Weaver	11-6101-702-000	\$50.00	\$100.00
					<u>\$282,721.13</u>

11-General Fund	\$186,310.27
12-Postsecondary Technical Education Fund	\$93,649.93
16-Auxiliary Ent Fund	\$2,760.93
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$282,721.13</u>

Agenda Item #: V.F.

Date: June 8, 2023

SUBJECT

Learning Management System (LMS)

REASON FOR CONSIDERATION BY THE BOARD

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

BACKGROUND

The pandemic pushed distance learning to a whole new level and as such, has enhanced learning experiences and capabilities. Along with this enhancement were additional federal and state regulations, and accompanying compliance. In addition, student learner experiences and expectations shifted. Students completed a spring survey which indicated online courses are currently difficult to navigate and complete. Many faculty and staff discussions have occurred as well as discussions and reviews in our distance education committee. PTK students gave a presentation regarding the LMS to Presidents Council. We would like to address these concerns by providing enhanced learning rather than barriers to learning.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the purchase of the new Learning Management System (LMS) for a cost to be discussed at the board meeting.